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Disclaimer

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Your B740 copier/fax has been sold to you subject to the limited warranties set forth in the warranty card. Further, Canon reserves the right to make changes in the specifications of the products described in this manual at any time without notice and without obligation to notify any person of such changes.

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Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See the Appendix for the unit's dimensions and weight.

B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per unit.

   DDD (DIRECT DISTANCE DIAL) LINE

   -or-

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with your B740 copier/fax. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

This equipment should be connected to a standard 120-volt AC, three-wire grounded outlet only. Do not connect this unit to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this User's Manual, disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved.

Rights of the Telephone Company

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

FCC Notice

B740 Copier/Fax: Facsimile Transceiver, Model H12197

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept an interference received, including interference that may cause undesired operation.



This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the User's Manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

To automatically enter this information into your B740 copier/fax, follow the instructions in Chapter 3, *Registering Information*, of this User's Manual.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See the Appendix for the unit's dimensions and weight.

B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

   DDD (DIRECT DISTANCE DIAL) LINE

   -or-

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

Note

Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX without "Camp On" signals is also permissible with your B740 copier/fax. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

Notice

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications networks protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.



Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.



This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.
Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. The REN of this product is 0.3.

CANON CANADA INC.
1-800-263-1121
24 HOURS A DAY, SEVEN DAYS A WEEK

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Chapter 1
Introduction

This chapter introduces you to your copier/fax. You will find a summary of its features and details on how to use this manual.

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Main Features of the Copier/Fax

■ Plain Paper Color Fax Features

- Automatic switching between fax and voice calls
- Color faxing to and from fax machines that support color faxing
- Increased transmission speed with G3 data encoding—up to approximately six seconds* per page for black & white transmissions
- 42-page* memory for storing faxes
- Canon's Ultra High Quality (UHQ™) Image Processing System for enhanced definition in faxed photos
- Error Correction Mode (ECM) reduces transmission errors when sending to or receiving from fax machines with ECM capability
- Automatic dialing and broadcasting—one-touch, coded speed dialing, and group dialing
- Answering machine connection possible to receive both messages and faxes automatically
- Automatic reduction of received faxes when paper in the copier/fax does not match transmitted page size

■ Color Copier Features

- Color copying
- Black & white copying—up to 99 copies
- 360-dpi high-resolution copying (single copies)
- Copy reduction—70%, 80%, or 90%
- Copy enlargement in COLOR SNAPSHOT mode—150% or 200%

■ Telephone Features

- Connection for a telephone and one other external device (extension phone, answering machine, or data modem)
- One-touch and coded speed dialing for easy and efficient calling

*Based on ITU-T No. 1 Chart, standard mode.

Using Your Documentation

How to Use This Manual

To make the best use of this manual in learning how to set up and operate your copier/fax, be sure to do the following:

- Read this chapter to learn about the copier/fax's main features and for guidelines on using the unit safely.
- Carefully follow the instructions in Chapter 2, *Setting Up*, to get your copier/fax unpacked, assembled, and ready to operate.
- Read Chapter 3, *Registering Information,* to learn how to enter information in the copier/fax and how to register the required sender information.
- Read Chapter 4, *Document Handling*, for details on the document requirements for your copier/fax, and how to load documents for automatic and manual feed.
- Read Chapter 5, *Paper Handling*, for details on paper requirements and selecting paper.
- Read Chapter 6, *Speed Dialing*, to learn how to register numbers for speed dialing and how to use speed dialing to send documents.
- Read Chapters 7 through 10 to master the copier/fax's operating procedures, such as sending and receiving faxes, special dialing, and making copies.
- Read Chapter 11, *Reports and Lists*, to learn about the reports and lists that can be automatically or manually printed from your copier/fax.
- Look over Chapter 12, *Maintenance*, to become familiar with procedures for cleaning the copier/fax, replacing the BJ cartridge and BJ tanks, and transporting the copier/fax.
- If your unit is not operating properly, use Chapter 13, *Troubleshooting*, to try to solve the problem.
- Refer to Chapter 14, *Summary of Settings*, to learn how to change default settings on your copier/fax, and how to customize your unit to your needs.
- Refer to the Appendix, *Specifications*, for the technical specifications.

If you still have questions about how to use your copier/fax, please contact the Customer Care Center. They will be happy to answer your questions.

Type Conventions Used in This Manual

Please read the list below of symbols, terms, and abbreviations used in this manual. A complete glossary of terms is included at the end of this manual.



Cautions tell you how to avoid actions that could injure you or damage your copier/fax. In order to use your unit safely, always observe these cautions.



Notes provide advice on using the copier/fax more effectively, describe operating restrictions, and tell you how to avoid minor difficulties. Reading these is recommended to make the most of your unit and its functions.

(→ p. *n-nn*)	A number preceded by an arrow and enclosed in parenthesis references a page number in this manual which contains more information on the topic of the previous sentence.
default	A setting that remains in effect unless you change it.
document or fax	The original sheet(s) of paper you send or receive with the unit.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.
∨ and ∧ buttons	Used to select an item in a menu. Press ∨ to select the next item, and press ∧ to select the previous item.
transaction number	When you send or receive a document, your unit automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for *Transaction number*.
TX	Denotes *Sending*.
RX	Denotes *Receiving*.

In addition, this manual uses distinctive typefaces to identify buttons and information in the LCD.

- The buttons you press appear as illustrations or in this typface: **Stop**.
- Information in the LCD appears in this typeface: USER SETTINGS.

Customer Support

Your copier/fax is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the unit's operation, try to solve it by using the information in Chapter 13, *Troubleshooting*. If you cannot solve the problem or if you think your copier/fax needs servicing, contact the Customer Care Center.

Getting Help From Canon

Canon U.S.A., Inc. offers a full range of customer technical support* options:

- For e-mail technical support and answers to frequently asked questions **(www.ccsi.canon.com)**
- 24-hour, 7-day-a-week automated support for troubleshooting issues on most current products **(1-800-423-2366)**
- 24-hour, Fax-On-Demand System for product specifications and technical information **(1-800-526-4345)**
- Free technical support Monday–Saturday (excluding holidays) for products still under warranty** **(1-757-413-2848)**
- Technical support 7 days a week (excluding holidays) for products no longer under warranty, at $9.99 per incident **(1-757-413-2848)**

Note Within Canada, call for technical support 24 hours a day, 7 days a week **(1-800-OK-CANON)**.

*Support program specifics subject to change without notice.
**Refer to individual product information for warranty details.

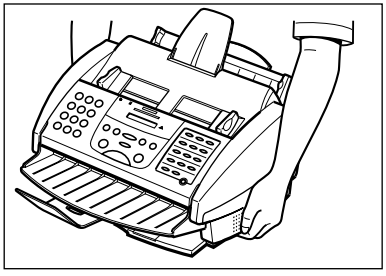
Important Safety Instructions

Read these safety instructions thoroughly before using your copier/fax, and keep them handy in case you need to refer to them later.

CAUTION **Except as specifically described in this manual, do not attempt to service the copier/fax yourself. Never attempt to disassemble the unit: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact the Customer Care Center.**

■ Handling and Maintenance

- Follow all warnings and instructions marked on the copier/fax.
- Do not subject the unit to strong physical shock or vibration.
- Always unplug the unit before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the ADF (Automatic Document Feeder), or remove paper from the multi-purpose tray while printing.
- Always lift the unit as shown below. Never lift it by any of its attachments.



- Do not push objects of any kind into the slots or openings on the cabinet as they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the unit. If something does fall into it, unplug the unit immediately and contact the Customer Care Center.

CAUTION **To avoid spillage in or around the unit, do not eat or drink near the unit. If you spill liquid or if any substance falls into the unit, unplug the unit immediately and contact the Customer Care Center.**

- Keep the unit clean. Dust accumulation can prevent the unit from operating properly.
- Unplug the unit from the wall outlet and refer service to qualified personnel under the following conditions:
  – When the power cord or plug is damaged or frayed.
  – If liquid has spilled into the unit.
  – If the unit has been exposed to rain or water.

– If the unit does not operate normally when you have followed the instructions in this manual. Adjust only those controls that are covered by the operating instructions in this manual. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
– If the unit has been dropped or the cabinet has been damaged.
– If the unit exhibits a distinct change in performance, indicating a need for servicing.

■ Location

- Place the unit on a flat, stable, vibration-free surface that is strong enough to support its weight (approx. 11.2 lb./5.1 kg).
- Place the unit in a cool, dry, clean, well ventilated place.
  – Make sure the area is free from dust.
  – Make sure the location is not affected by extreme temperature changes, and always stays between 50° and 90.5°F (10° and 32.5°C).
  – Make sure the area's relative humidity is always between 20% and 85%.
- Keep the unit away from direct sunlight as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- Do not use the unit near water. Make sure that no wet or humid objects come into contact with the unit.
- Do not use or store the unit outdoors.
- Do not install the unit near devices that contain magnets or generate magnetic fields, such as speakers.
- If possible, place the unit near an existing telephone outlet to avoid the expense of installing a new one.
- Place the unit near a standard 120 V AC power outlet. The socket outlet shall be installed near the equipment and shall be easily accessible.
- To ensure reliable operation of the unit and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent and never block or cover any openings on the unit by placing it on a bed, sofa, rug, or other similar surface. Do not place the unit in a closet or built-in installation, or near a radiator or other heat register unless proper ventilation is provided. Install the unit approximately 4 inches (10 cm) away from walls and other equipment.
- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the unit, unplug the unit immediately. Contact the Customer Care Center.
- Do not allow anything to rest on the power cord, and do not place the unit where the cord will be walked on. Make sure the cord is not knotted or kinked.

■ Power Supply

- Plug the unit into a standard 120 V AC 60 Hz, three-prong grounded outlet. Only operate the unit from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your local power company.
- Use only the power cord that came with the unit. Using a longer cord or extension cord can cause the unit to malfunction. If you must use an extension cord with the unit, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure the total ampere rating of all products plugged into the wall outlet does not exceed the current amperage of the circuit breaker.
- The unit is equipped with a three-prong, grounding-type plug provided with a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet. Do not defeat the safety purpose of the grounding-type plug by breaking off the third prong or using a 3-to-2 adapter.
- Do not plug the unit into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your unit's ability to send and receive faxes.
- During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the unit's memory will be deleted when you unplug the unit.)
- Unplug the unit only by pulling on the plug itself. Never pull on the cord.
- Whenever you unplug the unit, wait at least five seconds before you plug it in again.
- Check the plug frequently and make sure that it is firmly plugged into the socket.



This product emits low level magnetic flux.
If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

Chapter 2

Setting Up

This chapter explains how to prepare your copier/fax for use.

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Choosing a Location for the Copier/Fax

Before unpacking your copier/fax, read the guidelines in *Important Safety Instructions* (→ p. 1-6) to make sure you choose a location best suited for the copier/fax.

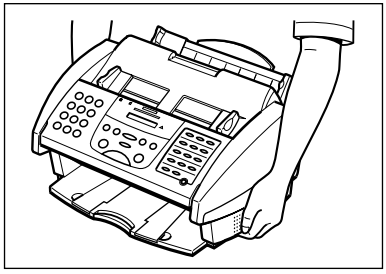
Dimensions

Make sure the location you choose provides enough space around the unit for adequate ventilation, and to allow paper to flow freely into and out of the unit. Install the unit approximately 4 inches (10 cm) away from walls and other equipment. For the dimensions of the copier/fax unit, see p. A-2.

Unpacking the Copier/Fax

Follow the directions below to unpack the copier/fax unit properly, and to make sure you have all its components and documentation.

Note When lifting the unit out of the box, or when you need to move it, lift it from the bottom and hold it firmly and level.



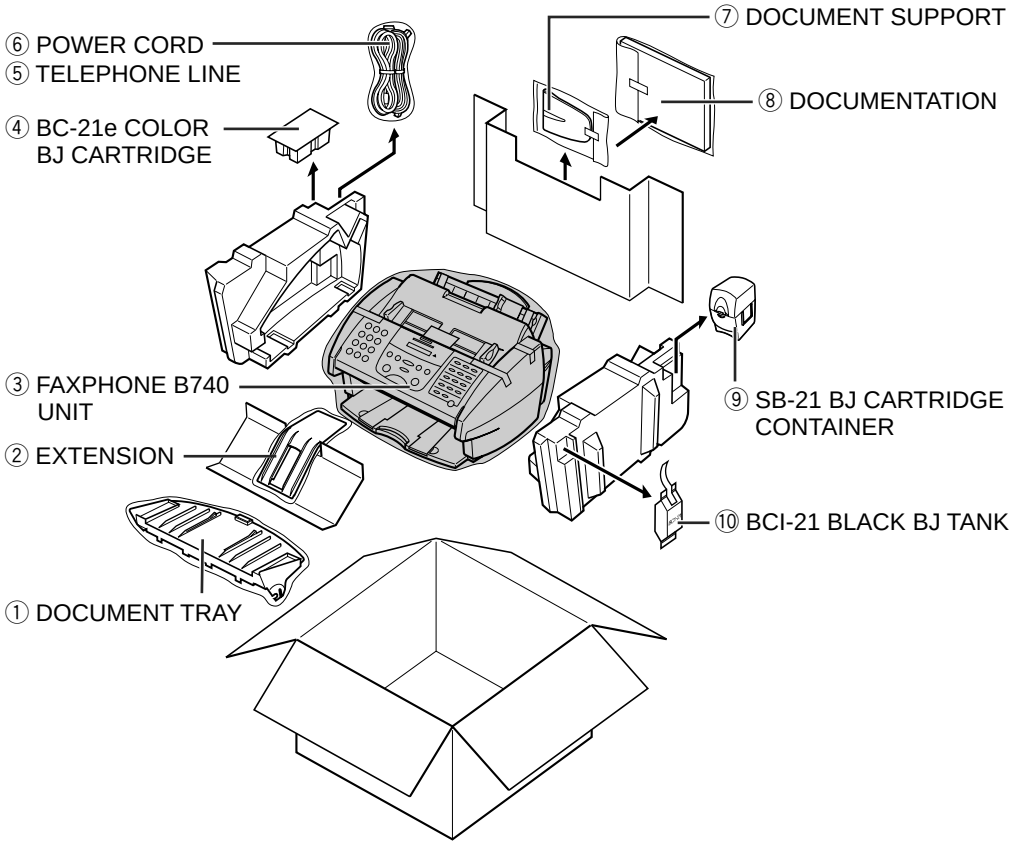
Do You Have Everything?

As you unpack the copier/fax, save the carton and packing material in case you want to move or ship the unit in the future.

Carefully remove all items from the box. You should have someone help by holding the box while you lift the copier/fax unit and its protective packaging out of the box.

Make sure you have the following documentation as well as the items shown on the next page:

- QUICK START GUIDE
- LIMITED WARRANTY CARD
- COPIER/FAX B740 USER'S MANUAL (This manual)
- REGISTRATION CARD
- FAX SERVICE BROCHURE
- FAX TEMPLATE

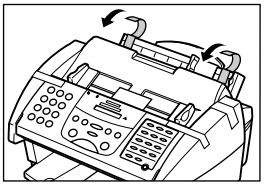


- If any of the items are damaged or missing, notify the Customer Care Center immediately.
- Important! Save your sales receipt for proof of purchase in case your unit requires warranty service.

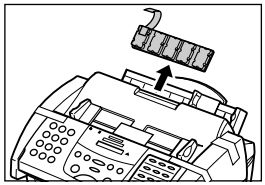
Note The actual shipping materials may differ in shape, quantity, and position from the ones shown above.

Removing Shipping Materials

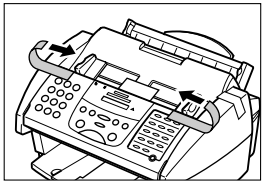
The copier/fax has been packed with protective material to protect it during shipping. Remove this material as follows and keep it in case you need to transport the unit in the future:

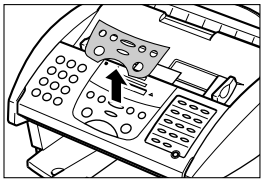


1 Remove the shipping tapes from the multi-purpose tray.

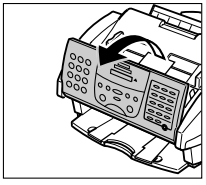


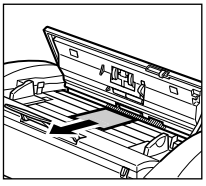
2 Remove the protective piece from the multi-purpose tray.



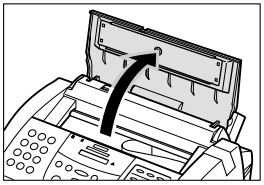


3 Remove the shipping tapes and protective sheet from the operation panel.





4 Open the operation panel partially by gently pulling it toward you (it only opens slightly). Then remove the protective sheet from the ADF (Automatic Document Feeder). Close the operation panel by pressing it down from the center until it locks into place.



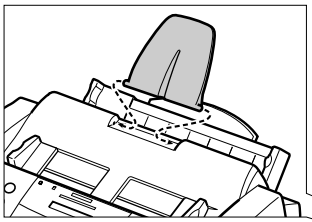
5 Open the ADF (Automatic Document Feeder), then remove the shipping tape from the side of the unit.
Close the ADF (Automatic Document Feeder).

Note The actual shipping materials may differ in shape, quantity, and position from the ones shown above.

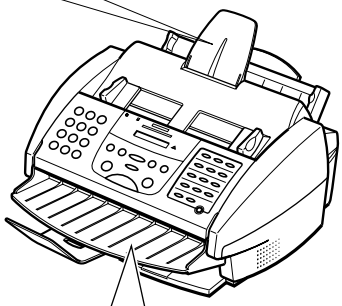
Assembling the Copier/Fax

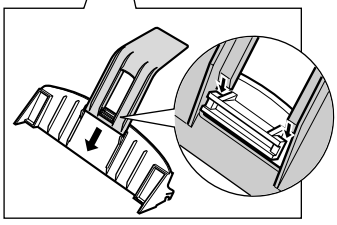
Follow this procedure to assemble the copier/fax unit:

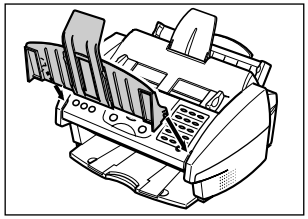
Note To see how the unit will look fully assembled, see *Main Components of the Copier/Fax*, p. 2-8.



Hold the document support so that it curves toward the back of the unit and fit the tabs on the support into the slots above the ADF (Automatic Document Feeder).







Hold the extension as shown and slide it into the rails on the back of the document tray. Then slide the inner section of the extension into the inner rails on the document tray.
Attach the document tray to the unit by fitting the slots on the tray into the tabs on the unit.

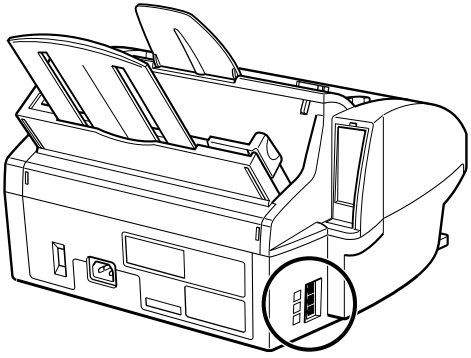
Making Connections

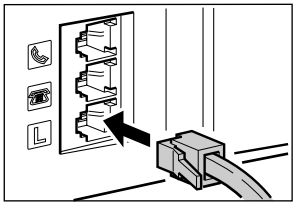
Connecting the Telephone Line and External Devices

The copier/fax has three jacks on the side for connection of the telephone line, a telephone, and an additional external device such as an extension phone, answering machine, or data modem. If you only have one telephone line and plan to use the copier/fax for receiving both faxes and voice calls, you will need to connect a telephone and/or an answering machine to the unit.

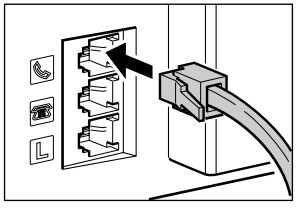
Be sure to connect any external device before using your copier/fax.

Follow this procedure to connect the telephone line and external devices:

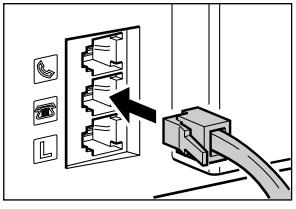




1 Connect the supplied telephone line to the L jack, then connect the other end of the line to the telephone jack on your wall.



2 Connect the line from the telephone to the jack.



3 Connect the line from the extension phone, answering machine, or data modem to the jack.

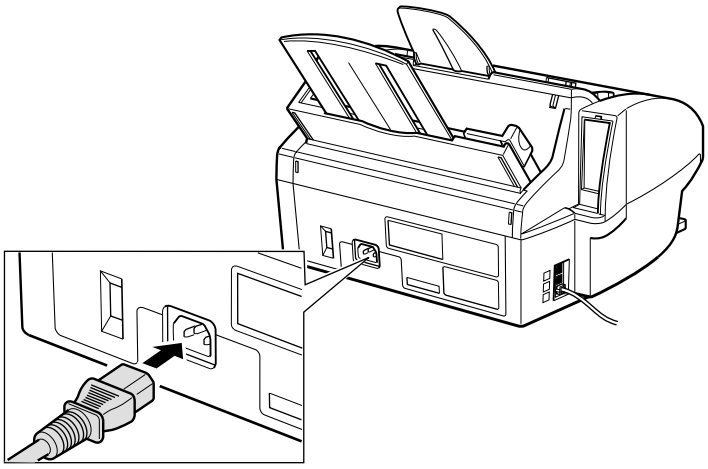
Note

- If you have connected an external device to the copier/fax unit, be sure to select the correct receive mode. (→ Chapter 8, *Receiving Faxes*)
- To connect an extension phone as well as an answering machine, connect the extension phone to the answering machine, and then the answering machine to the copier/fax.
- If you connect a modem to your copier/fax and you use it extensively or others access your PC frequently through the modem, you may want a dedicated telephone line for your modem.

Connecting the Power Cord

Before connecting the power cord, read the guidelines in *Important Safety Instructions*. (→ p. 1-6)

Follow this procedure to connect the power cord:



Connect the supplied power cord to the power cord connector on the back of the copier/fax. Then connect the other end into a properly grounded 120 V AC three-prong outlet.

The copier/fax has no power switch, so its power is on as long as it is plugged in. Once connected, though, the unit still needs to warm up before you can use it. Wait until the LCD no longer displays PLEASE WAIT.

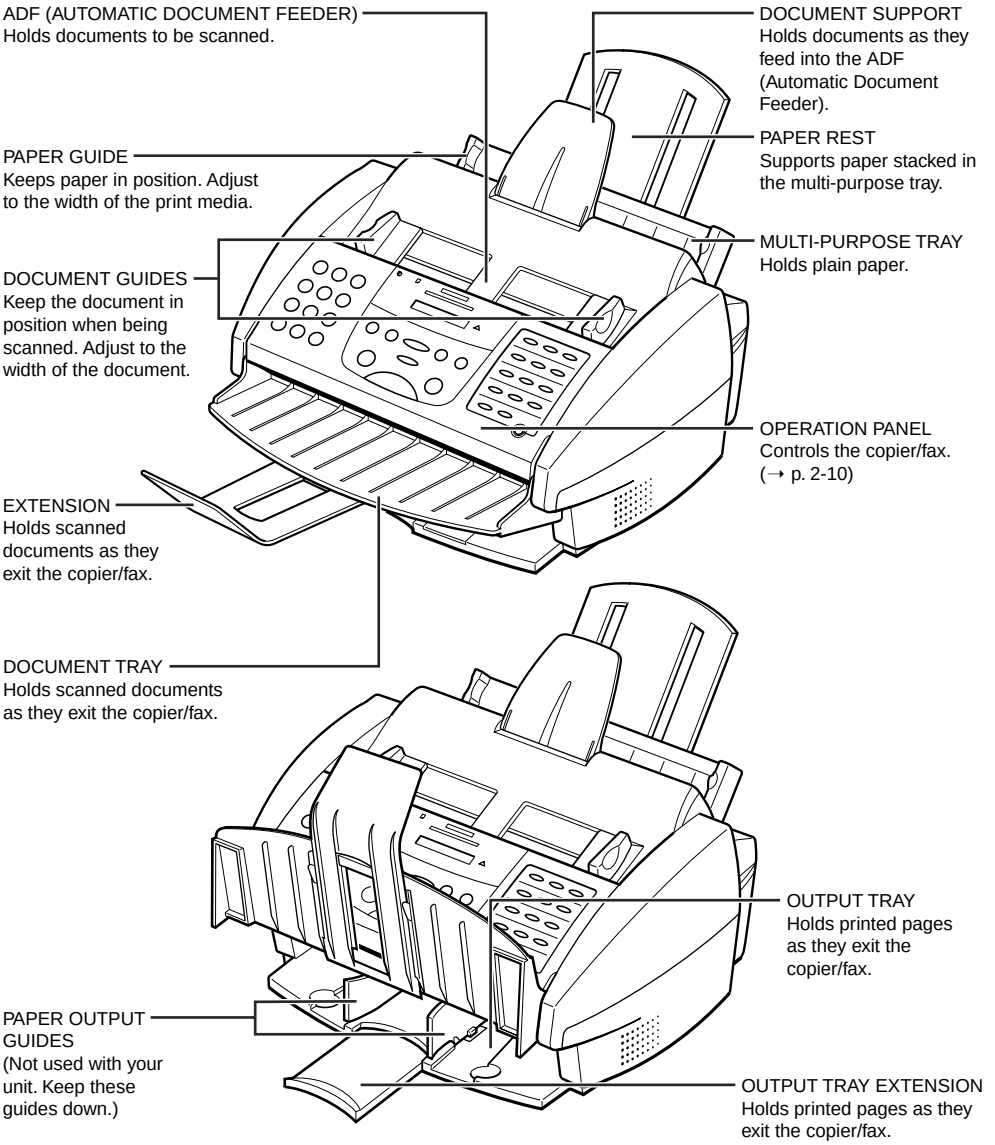
Note

- The unit is equipped with a three-prong, grounding-type plug provided with a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet. Do not defeat the safety purpose of the grounding-type plug by breaking off the third prong or using a 3-to-2 adapter.
- Do not plug the unit into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your copier/fax's ability to send and receive faxes.

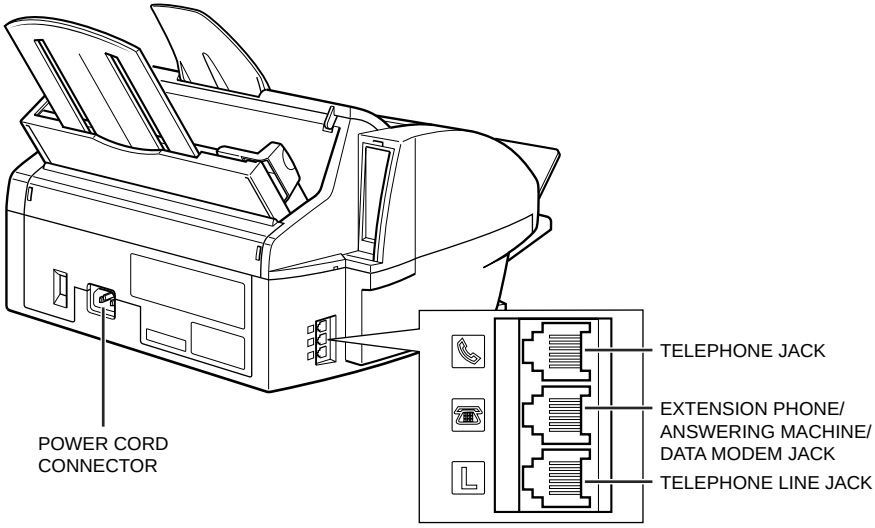
Main Components of the Copier Fax

Before using your copier/fax, take a few moments to look over the unit and become familiar with its components.

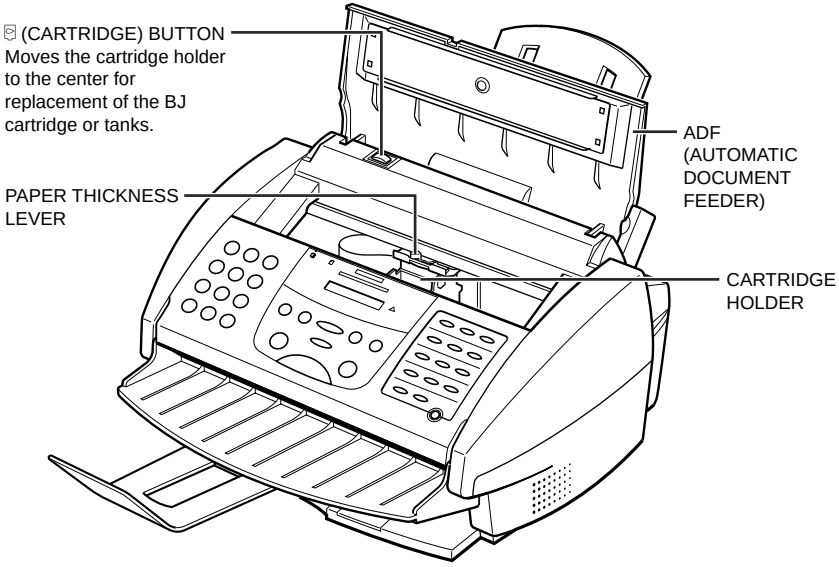
Front View



Back View



Inside View

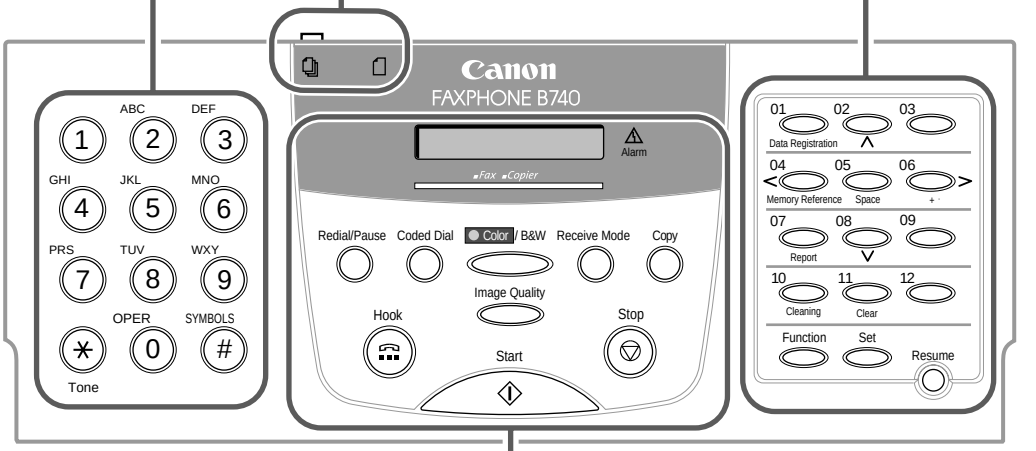


Operation Panel

■ **Numeric Buttons**
Enter numbers when dialing or registering fax/telephone numbers. Also enter characters when registering names.

■ **Document Feed Lever** (→ p. 4-2)
Sets the ADF to (automatic document feed) for feeding multipage documents, or to (manual document feed) for feeding single sheets.

■ **One-Touch Speed Dialing/Special Function Buttons** (→ p. 2-11)
Dial fax/telephone numbers pre-registered for one-touch speed dialing. Also used to perform special functions.



■ **LCD**
Displays messages and prompts during operation. Also displays selections, text, numbers, and names when registering information.

■ **Redial/Pause Button** (→ pp. 7-10, 9-2)
Redials the last number that was dialed with the numeric buttons. Also enters pauses between or after the fax/telephone number when dialing or registering numbers.

■ **Coded Dial Button** (→ pp. 6-8, 6-12)
Press this button and a two-digit code to dial a pre-registered fax/telephone number or group.

■ **Color/B&W Button** (→ pp. 7-2, 7-3, 10-2)
Sets the unit for color or black & white transmission or copying. For color transmission or color copying, press this button to turn on its light.

■ **Hook Button**
Engages or disengages the telephone line.

■ **Alarm Light**
Flashes when an error occurs, or when the copier/fax is out of paper or ink.

■ **Receive Mode Button**
(→ Chapter 8, *Receiving Faxes*)
Selects the receive mode.

■ **Copy Button** (→ p. 10-2)
Sets the copier/fax to make copies.

■ **Image Quality Button** (→ pp. 7-3, 10-2)
Selects the resolution setting the copier/fax uses for the document you are sending. Also selects the image quality setting (resolution and paper type) for the document you are copying.

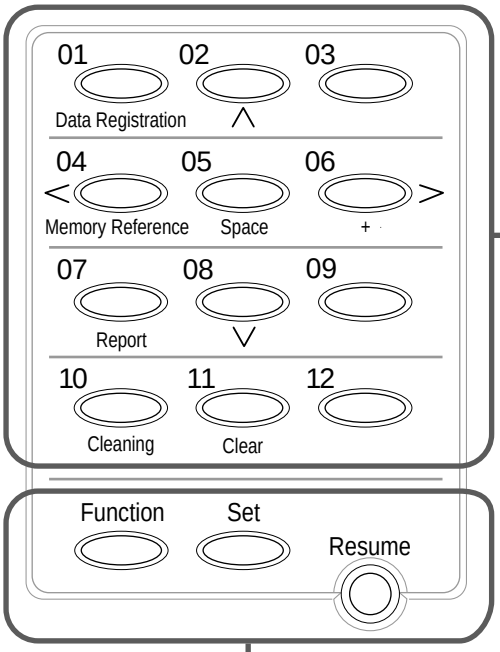
■ **Stop Button**
Cancels sending, receiving, registering data, copying and other operations, and returns the copier/fax to standby mode.

■ **Start Button**
Starts sending, receiving, scanning, and copying.

One-Touch Speed Dialing/Special Function Buttons

The buttons on the right of the operation panel have the following two functions:

- **One-Touch Speed Dialing Buttons** (→ pp. 6-5, 6-12)
  The buttons marked 01 to 12 can be used to dial fax/telephone numbers pre-registered under these buttons. To use the one-touch speed dialing buttons, the **Function** button's light must be off.
- **Special Function Buttons**
  The special function buttons (marked under or to the sides of the buttons) are described below. To access the special functions, press **Function** to turn on its light and then press the button you wish to access.



■ **Function Button/Light**
Switches between the special function buttons and the one-touch speed dialing buttons. To use the special function buttons, press this button to turn on its light. To use the one-touch speed dialing buttons, press to turn off its light.

■ **Set Button**
Selects and registers settings or information during data registration.

■ **Resume Button**
Resumes printing after an error is corrected.

■ **Data Registration Button** (→ p. 14-2)
Accesses the different menus for customizing your copier/fax.

■ **∧, ∨ Buttons**
Scroll through the settings so you can see other selections in the menus during data registration.

■ **Memory Reference Button**
(→ pp. 7-15, 7-16, 7-17)
Performs operations with documents stored in memory.

■ **<, > Buttons**
Move the cursor left or right when registering data.

■ **Space Button**
Enters a space between letters and numbers when registering information.

■ **+ Button**
Enters a plus sign (+) when registering your unit fax/telephone number.

■ **Report Button**
(→ pp. 3-7, 6-13, 11-3)
Prints reports containing registered information and information on transactions.

■ **Cleaning Button**
(→ pp. 12-9, 12-10)
Prints the nozzle check pattern and performs cleaning operations.

■ **Clear Button**
Clears an entire entry when registering information.

Installing the BJ Cartridge

Install the BJ cartridge as explained in this section.

For additional information on BJ cartridges and tanks, and for instructions on replacing, see *BJ Cartridge*, p. 12-6.

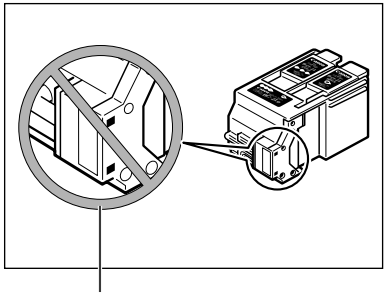
Guidelines

Follow these guidelines to ensure optimum performance of your BJ cartridges and tanks:

- Store BJ cartridges and tanks at room temperature.
- Keep BJ cartridges in their sealed packaging until you are ready to use them.
- Once opened, use BJ tanks within six months and BJ cartridges within one year.
- Do not remove BJ cartridges and tanks from the copier/fax unit unnecessarily, or the ink in them may harden.
- Do not leave empty BJ tanks in a Color BJ cartridge. Remove them immediately when they run out of ink, and replace them with new ones. Do not leave a Color BJ cartridge with either of its BJ tanks missing as the ink in the BJ cartridge will dry and adversely affect print quality.
- To change a BJ cartridge, be sure to press ⎘ (inside the unit) to move the cartridge holder to the center.
- Make sure the cartridge holder is in its home position (on the right side of the unit) when you are not using the copier/fax. If it is not in its home position, press ⎘ (inside the unit). Leaving the cartridge holder out of its home position will cause the BJ cartridge to remain uncapped and dry out.
- When changing BJ cartridges, always store the unused BJ cartridge in the BJ cartridge container provided with your copier/fax.

CAUTION

- **Keep BJ cartridges and tanks out of children's reach. If a child inadvertently ingests ink, consult a physician immediately.**
- **Do not touch the precision components on the BJ cartridge.**



DO NOT TOUCH THIS AREA.

- **The ink in the BJ cartridges and tanks is difficult to clean up if spilled. Follow these precautions when handling:**
  - **– Carefully remove packaging from BJ cartridges and tanks.**
  - **– Do not attempt to disassemble or refill BJ cartridges or tanks.**
  - **– Do not shake or drop BJ cartridges or tanks, or tip the print head downward.**

Installing the BJ Cartridge in the Copier/Fax

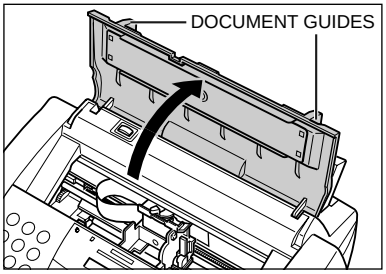
When there is no BJ cartridge installed in the copier/fax, the LCD displays PUT IN CARTRIDGE.

Follow this procedure to install the BJ cartridge:

1 Make sure the unit is plugged in.

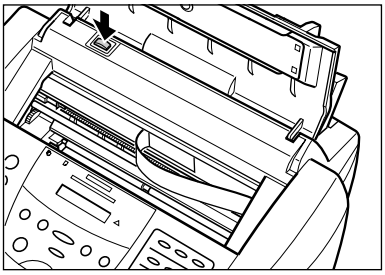
2 Lift the document guides to open the ADF (Automatic Document Feeder).

- If it does not open easily, slide the document guides outward and then open the ADF (Automatic Document Feeder). Alternatively, set the document feed lever to automatic document feed.



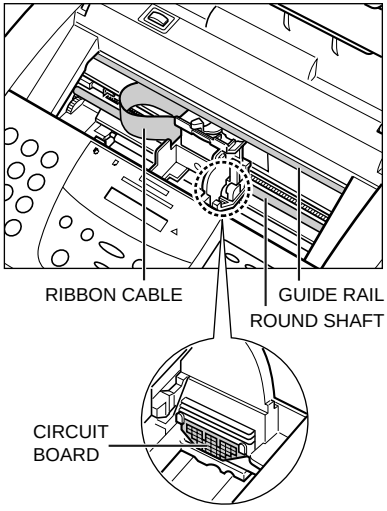
Note

When you plug in the unit for the first time, the cartridge holder automatically moves to the center of the unit so you can install the BJ cartridge. If the cartridge holder is not in the center, press (inside the unit).

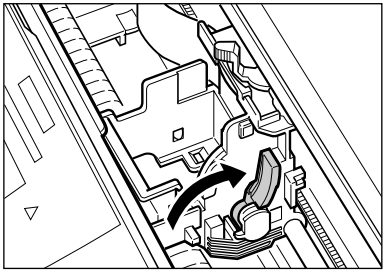


CAUTION

- **Do not try to manually move or stop the cartridge holder since this may damage the unit.**
- **Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.**



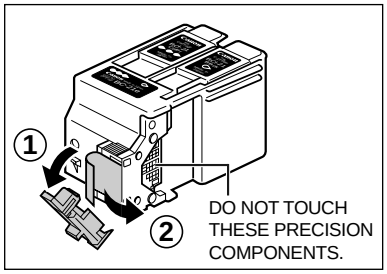
3 **Raise the blue cartridge lock lever on the cartridge holder.**



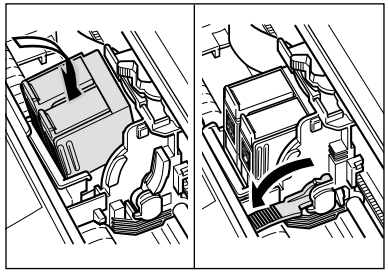
4 **Remove the BJ cartridge from its package, then remove the orange protective cap ① and tape ②.**

CAUTION

- **Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.**
- **Install the BJ cartridge immediately after removing the cap and tape.**
- **Spilled ink can stain any surface; protect yourself and your work area by handling the BJ cartridge with care.**



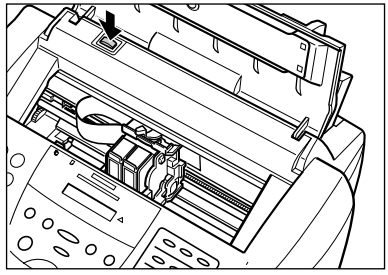
5 **With the label facing outward, insert the BJ cartridge into the cartridge holder. Lower the blue cartridge lock lever until it locks into position.**



6 **Press ⎘.**

- The cartridge holder moves to its home position on the right side of the unit and begins cleaning the BJ cartridge print head. This process takes about 55 seconds.

CAUTION **Do not try to manually move or stop the cartridge holder since this may damage the unit.**



7 **Close the ADF (Automatic Document Feeder).**

Note If you need to unplug the copier/fax, wait until the unit is in standby mode (date and receive mode displayed in the LCD). Otherwise the cartridge holder may not be in its home position causing the BJ cartridge to remain uncapped and dry out.

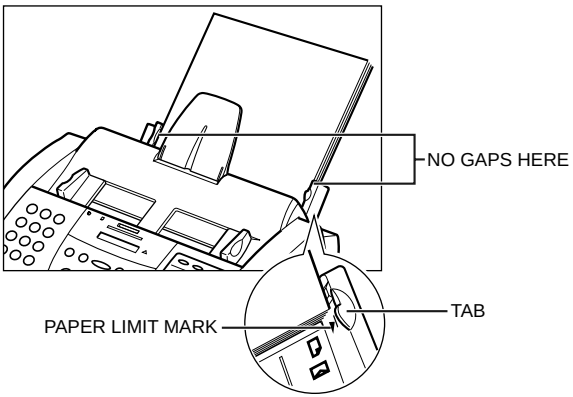
Loading Paper

This section describes how to load plain paper in the multi-purpose tray so that you can begin using your copier/fax.

For more details on paper requirements and selecting paper, see Chapter 5, *Paper Handling*.

Paper Guidelines

- Use cut-sheet paper only, not paper that comes on a roll.
- Do not use paper thicker than can be used for the copier/fax unit (→ p. 5-2). Thick paper can come into contact with the print head nozzles and cause damage to the BJ cartridge.
- Do not load paper beyond the paper limit mark (▶|) or beyond the tab on the multi-purpose tray. Doing so may cause paper feeding or printing problems. Also, make sure there are no gaps on either side of the paper stack.



- If the paper has a print side, set it in the multi-purpose tray with the print side facing upward.
- The capacity of the output tray is 50 sheets of paper. To prevent paper jams, remove paper from the output tray before the count reaches 50.
- Let the paper run out before refilling the multi-purpose tray. Avoid mixing “new” paper with paper already loaded.
- Do not leave paper stacked in the multi-purpose tray for long periods of time since it may bend or curl over time, and cause paper jams or misfeeding problems.
- Certain environmental conditions, such as extreme temperatures or humidity, can cause some paper to misfeed in the multi-purpose tray. If you have trouble with paper becoming skewed or multiple sheets being fed, do not stack them in the multi-purpose tray, but feed them one sheet at a time.

- Depending on the density of the printed pages, the ink may need time to dry. Within two or three seconds, the ink becomes smudge resistant. After drying for several minutes, the ink becomes water-resistant.
- If your printed page contains a large amount of graphics, the ink on the page may be damp due to the print density. Leave the page in the output tray for 30 to 60 seconds to allow the ink to dry. Then remove the page being careful not to touch the document tray. Should you dirty the document tray when removing the page, wipe it clean with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.
- Printing dense graphics on light paper stock may cause the paper to curl. Try using heavier stock.
- If paper curls after printing, remove it immediately; otherwise paper jams may occur.
- The platen (a roller inside the unit) may become inked if you print data beyond the width of the page. If this happens, clean the platen with a soft cloth. (→ *Cleaning Inside the ADF (Automatic Document Feeder)*, p. 12-2)

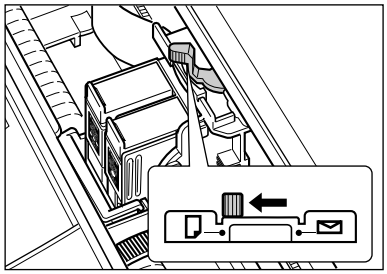
Loading Paper in the Multi-Purpose Tray

Follow this procedure to load paper in the multi-purpose tray:

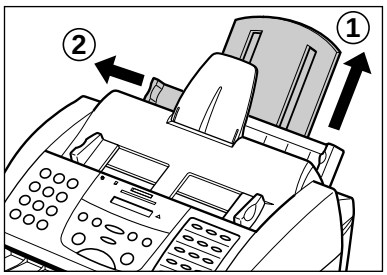
1 Make sure the paper thickness lever inside the ADF (Automatic Document Feeder) is set to (left).

- For optimum printing results, always leave the paper thickness lever set to (left).

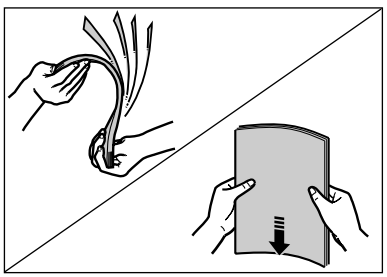
CAUTION **Do not set the paper thickness lever while the copier/fax is printing since this will cause problems.**



2 Raise the paper rest until it stops ①, then move the paper guide to the left to match the size of your paper ②.

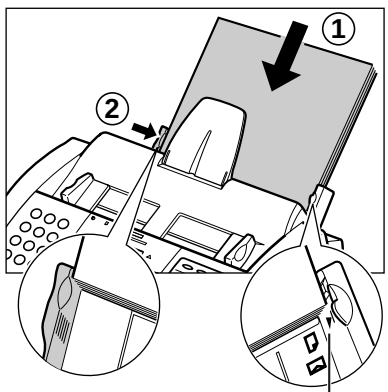


3 Prepare a stack of paper by fanning the edge that will feed into the unit first, and then tapping the stack on a flat surface to even its edges.



4 Insert the stack into the multi-purpose tray until it stops ①, so that the right edge of the stack is aligned with the right side of the multi-purpose tray. Slide the paper guide snugly against the left edge of the stack ②.

- The multi-purpose tray holds up to 100 sheets of 20 lb. (75 g/m²) plain paper.
- Make sure the stack is below the paper limit mark (▶|).



Testing the Copier/Fax

After you have assembled the copier/fax, installed the BJ cartridge, and loaded paper, you can make sure the copier/fax unit is printing properly by making a copy of a document. For instructions, see Chapter 10, *Making Copies*.

If you have problems printing, see Chapter 13, *Troubleshooting*.

Chapter 3

Registering Information

This chapter gives guidelines for entering information in the copier/fax. You will also find instructions for entering the sender information which is required before using your unit.

Guidelines for Entering Numbers, Letters, and Symbols 3-2
Correcting a Mistake 3-4
Registering Required Sender Information 3-5
What is Sender Information? 3-5
Registering Sender Information 3-6
Printing a List to Check the Sender Information 3-7
Setting the Telephone Line Type 3-8

Guidelines for Entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric button to press for the character you want:

Button	Letters (:A)	Numbers (:1)
1		1
ABC 2	ABCabc	2
DEF 3	DEFdef	3
GHI 4	GHIghi	4
JKL 5	JKLjkl	5
MNO 6	MNOmno	6
PRS 7	PQRSpqrs	7
TUV 8	TUVtuv	8
WXY 9	WXYZwxyz	9
OPER 0		0
SYMBOLS #	–.✳#!",;:^ `_ = /|'?$@% &+()[]{}<>	
✳ Tone	Letter input (:A) ⟷ Number input (:1)	

Note If you pause for more than 60 seconds between entering characters, the unit will automatically return to standby mode.

■ Changing Between Number Mode and Letter Mode

Press ✳ Tone to select number mode (:1) or letter mode (:A).

_ :1

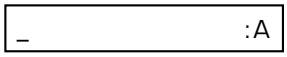
(Number mode)

_ :A

(Letter mode)

■ Entering Letters

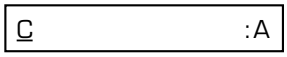
1 Press ✳ (Tone) to switch to letter mode (:A).



2 Press the numeric button that contains the letter you want.

- Press repeatedly until the letter you want appears. Each button cycles through the letters it contains.
- If you are unsure which button to press for the letter you want, see p. 3-2.

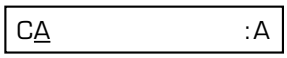
Ex:



3 Continue entering other letters using the numeric buttons.

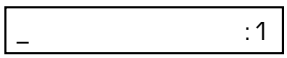
- If the next letter you want to enter is under a different numeric button, simply press that button until the letter you want appears.
  -or-
  If the next letter you want to enter is under the same numeric button you just pressed, press > to move the cursor to the right. Then press the same numeric button repeatedly until the letter you want appears.
- To enter a space, press **Space**.

Ex:



■ Entering Numbers

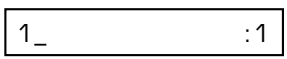
1 Press ✳ (Tone) to switch to number mode (:1).



2 Press the numeric button that contains the number you want.

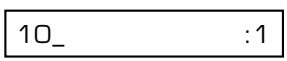
- To enter a space, press **Space**.

Ex:



3 Continue entering other numbers using the numeric buttons.

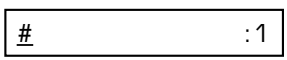
Ex:



■ Entering Symbols

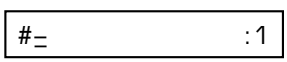
1 Press # (SYMBOLS) repeatedly until the symbol you want appears.

Ex:



2 To enter another symbol, press 06 (+) > to move the cursor to the right, then press # (SYMBOLS) repeatedly until the symbol you want appears.

Ex:



Correcting a Mistake

You can clear an entire entry by pressing **Clear**. Alternatively, follow this procedure to correct individual characters:

1 **Use 04 < Memory Reference or 06 > + to move the cursor under the incorrect character.**

Ex: CANEN :A

2 **Use the numeric buttons to enter the correct character over the incorrect character.**

Ex: CANON :A

3 **When you have finished making corrections, press Set to register your new entry.**

Registering Required Sender Information

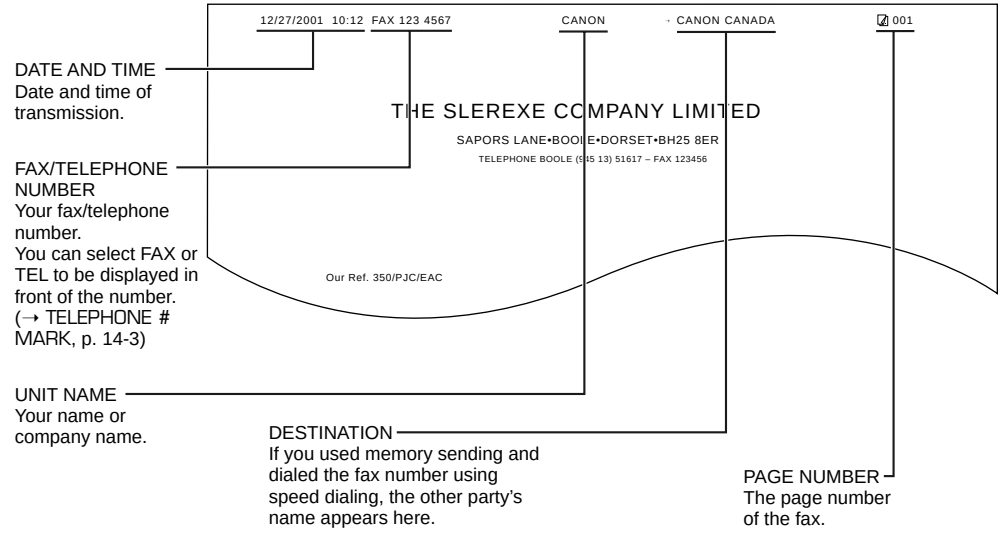
In the United States, FCC rules governing the use of facsimile equipment state that the following sender information must be printed on every facsimile transmission:

- Your fax number
- Your personal name or company name
- The time and date of transmission

Your copier/fax has been designed to print this information at the top of every fax you send. You must therefore register your unit's telephone/fax number, your personal name or company name, and the current date and time before using your copier/fax. This section gives details on registering the sender information.

What is Sender Information?

When you receive a fax, you may notice that the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission will be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you must register your details in your so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would print on a fax sent by you:



Note You can set the sender information to print inside or outside the image area. (→ TTI POSITION, p. 14-3)

To enter the sender information in your copier/fax, follow the procedure on the following pages.

Registering Sender Information

Follow this procedure to set the current date and time, register the fax/telephone number for your unit, and register your name or company name:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Press** Set **three times.**

- The date and time currently set for the unit are displayed.

USER SETTINGS

DATE & TIME

Ex: 12/20/2001 13:30

4 **Use the numeric buttons to enter the correct month, day, year, and time.**

- Use the month/day/year format. Use the 24-hour format for the time (e.g. 1:00 p.m. as 13:00), and enter only the last two digits of the year.
- If you make a mistake, press **Clear** and enter the date and time again.

Ex: 12/27/2001 15:00

5 **Press** Set **twice.**

DATA ENTRY OK

UNIT TELEPHONE #

Ex: TEL=

6 **Use the numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces).**

- To enter a space, press **Space**.
- To enter a plus sign (+) before the number, press **+**.
- If you make a mistake, press **Clear** and start again.

Ex: TEL= 123 4567

7 **Press** Set **twice.**

DATA ENTRY OK

UNIT NAME

Ex: _ :A

8 **Use the numeric buttons to enter your name or company name (max. 24 characters, including spaces).**

- If you are unsure how to enter characters, see p. 3-2.
- If you make a mistake, press **Clear** and start again.

Ex: CANON :A

9 **Press** Set **.**

DATA ENTRY OK

TX TERMINAL ID

10 **Press** Stop **to return to standby mode.**

Ex: 12/27 FaxTel

Printing a List to Check the Sender Information

You can print the User's Data List to check the sender information you have registered in the copier/fax and also to check the current settings of your unit.

Follow this procedure to print the User's Data List:

1 **Press** Function **.**

2 **Press** 07 Report **.**

ACTIVITY REPORT

3 **Use** 08 ∨ **or** 02 ∧ **to select** USER DATA LIST**.**

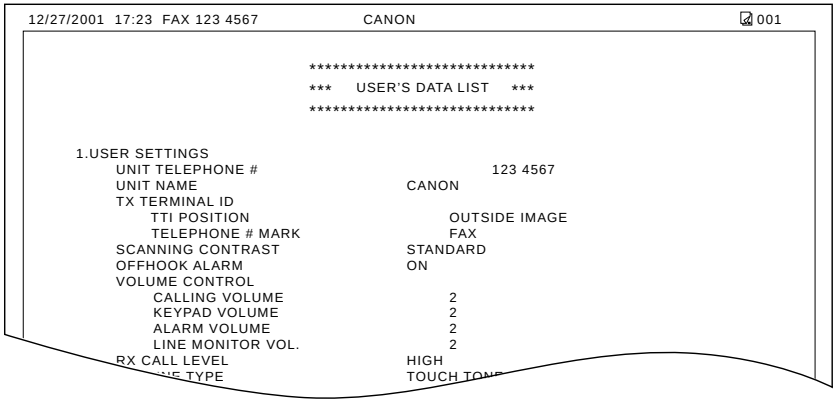
USER DATA LIST

4 **Press** Set **.**

- The copier/fax unit prints the User's Data List.

PRINTING REPORT

The sender information is shown at the beginning of the list. The current settings of the copier/fax are listed after this.



Setting the Telephone Line Type

Before using your copier/fax to make calls or send documents, you need to make sure the telephone line type setting of your unit matches the telephone line you have. If you are unsure of the type of telephone line you have, check with your local telephone company. Your unit is factory-set to operate with a tone line (TOUCH TONE).

If you need to change the telephone line type setting to ROTARY PULSE, follow this procedure:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Press** Set **twice.**

USER SETTINGS

DATE & TIME

4 **Use** 08 ∨ **or** 02 ∧ **to select** TEL LINE TYPE**.**

TEL LINE TYPE

5 **Press** Set **.**

Ex: TOUCH TONE

6 **Use** 08 ∨ **or** 02 ∧ **to select** ROTARY PULSE**.**

ROTARY PULSE

7 **Press** Set **.**

REPORT SETTINGS

8 **Press** Stop **to return to standby mode.**

Ex: 12/27 FaxTel

Chapter 4

Document Handling

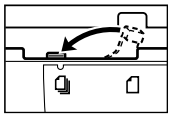
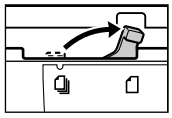
This chapter gives details on the requirements for documents you load into the copier/fax. Whether you are sending or copying a document, read this section carefully for information on the types of documents you can load, and instructions on loading documents for your specific needs.

Document Requirements 4-2
Scanned Area of a Document 4-3
Loading Documents 4-3
Problems With Multipage Documents 4-5
Adding Pages to the Document 4-5

Document Requirements

The documents you load into the ADF (Automatic Document Feeder) for sending and copying must meet the requirements shown in the table below.

Depending on your document, select automatic or manual document feed with the document feed lever located at the top of the operation panel.

	(Automatic Document Feed) 	(Manual Document Feed) 
Type of document	Multipage documents of the same thickness and weight.	• Thick paper • Documents with uneven surfaces • Photographs • Small documents (e.g. business cards, postcards) • Special types of paper (Use of a carrier sheet is recommended to avoid scratching the surface of documents.)
Size (W × L)	Max. 8.5 × Approx. 39 in. (Max. 216 mm × Approx. 1 m) Min. 8.27 × 5.83 in. (Min. 210 × 148 mm)	Max. 8.5 × Approx. 39 in. (Max. 216 mm × Approx. 1 m) Min. 3.15 × 1.77 in. (Min. 80 × 45 mm)
Quantity	Max. 20 letter- or A4-size sheets* Max. 10 legal-size sheets* 1 sheet for sizes other than these.	1 sheet
Thickness	0.003 to 0.005 in. (0.08 to 0.13 mm)	0.003 to 0.017 in. (0.08 to 0.43 mm)
Weight	20 to 24 lb. (75 to 90 g/m^2)	24 to 90.7 lb. (90 to 340 g/m^2)

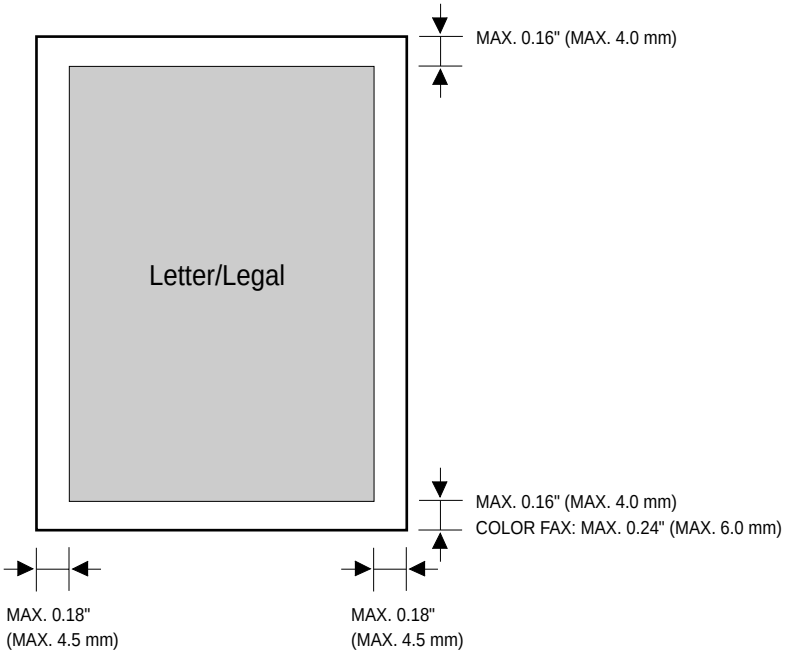
■ Problem Documents

- To prevent document jams in the ADF (Automatic Document Feeder), do not use any of the following:
  - – Wrinkled or creased paper
  - – Curled or rolled paper
  - – Torn paper
  - – Carbon paper or carbon-backed paper
  - – Coated paper
  - – Onion skin or thin paper
- Remove all staples, paper clips, or any other fasteners before loading the document into the ADF (Automatic Document Feeder).
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the ADF (Automatic Document Feeder).
- If you have a document that will not feed properly into the ADF (Automatic Document Feeder), make a photocopy of the document and load the copy instead.

*20 lb. (75 g/m^2) paper

Scanned Area of a Document

The shaded area in the illustration below shows the scanned area of a document. Make sure your document's text and graphics are within this area.

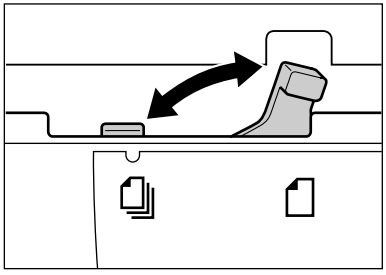


Loading Documents

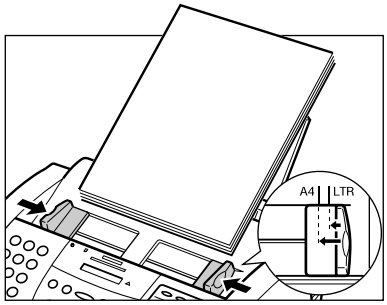
Follow this procedure to load documents into the ADF (Automatic Document Feeder):

1 Set the document feed lever to (automatic) or (manual) document feed.

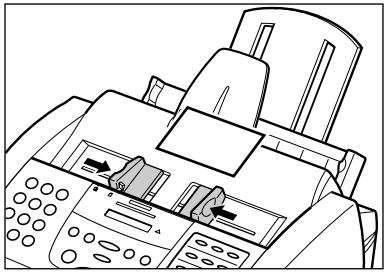
- If you are unsure which to select, see p. 4-2.



2 Adjust the document guides to the width of the document.



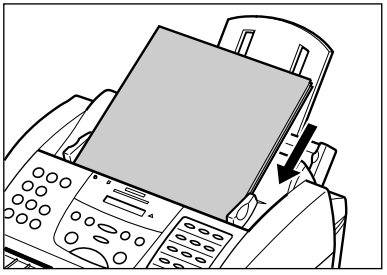
(Automatic document feed)



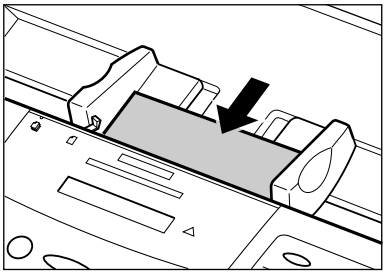
(Manual document feed)

3 Gently insert the document, face down (top of the document first), into the ADF (Automatic Document Feeder) until you hear a beep.

- Tap multipage documents on a flat surface to even the edges before inserting them into the ADF (Automatic Document Feeder).



(Automatic document feed)



(Manual document feed)

The document is now ready for scanning.

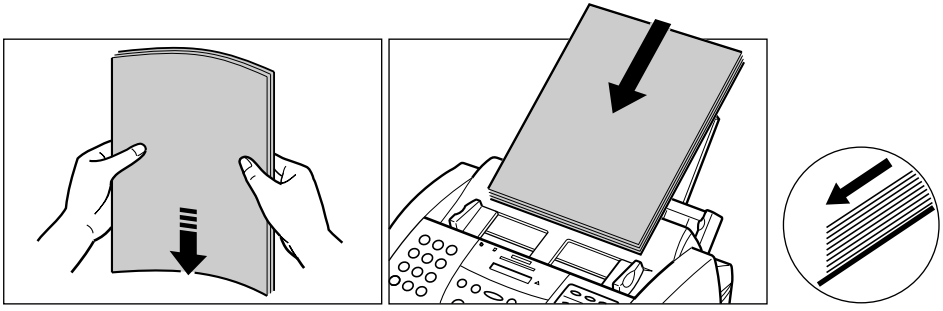
- For a multipage document, the pages are fed one by one from the bottom of the stack.
- Wait until all pages of your document have been scanned completely before starting a new job.

CAUTION

When you have finished scanning your document, be sure to slide the document guides outward. Leaving the document guides near the center of the ADF (Automatic Document Feeder) may obstruct opening the ADF (Automatic Document Feeder), and cause damage to the unit.

Problems With Multipage Documents

If you have trouble feeding multipage documents into the ADF (Automatic Document Feeder), remove the stack and tap it on a flat surface to even the edges. Then “slant” the stack so that its front edge is bevelled and insert the stack into the ADF (Automatic Document Feeder).

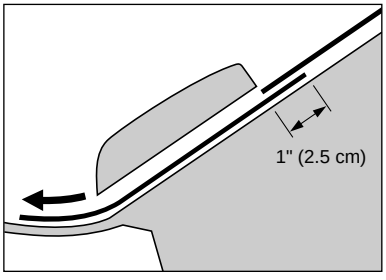


Note

Make sure the document meets the document requirements. (→ p. 4-2)

Adding Pages to the Document

If you are using automatic document feed and you need to add pages to your document in the ADF (Automatic Document Feeder), wait until the last page starts feeding, then load up to 20 additional pages (10 legal size). The last and first page should overlap by about one inch (2.5 cm).



Chapter 5

Paper Handling

This chapter describes paper requirements and how to select paper.

Paper Requirements.....5-2
Printable Areas.....5-3
Selecting Paper.....5-3
Loading Paper.....5-3

Paper Requirements

You can load the following plain paper in the multi-purpose tray:

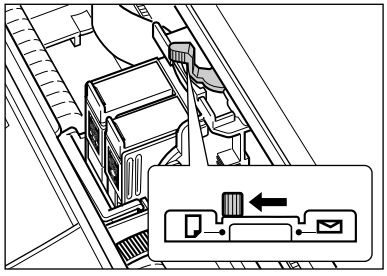
Paper	Size (W × L)	Weight	Quantity
Letter	8.5 × 11 in. (215.9 × 279.4 mm)	17 to 24 lb. (64 to 90 g/m^2)	Approx. 100 sheets of 20 lb. (75 g/m^2) paper (Max. 0.4 in./ 10 mm stack)
Legal	8.5 × 14 in. (215.9 × 355.6 mm)		
A4	8.27 × 11.69 in. (210 × 297 mm)		

Once you have decided which paper you want to load, be sure to do the following:

- Check that your paper is compatible with the copier/fax. (→ p. 5-3)
- Check that the paper size setting of the multi-purpose tray is set for the paper size you are loading. (→ PAPER SIZE, p. 14-7)
- Check that you have loaded the paper correctly in the multi-purpose tray. (→ p. 2-15)

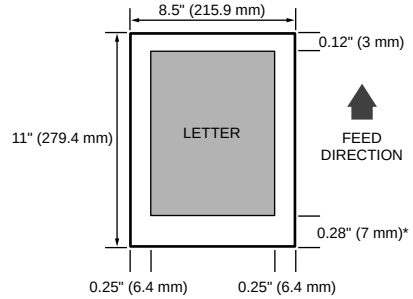
Note For optimum printing results, always leave the paper thickness lever inside the ADF (Automatic Document Feeder) set to (left).

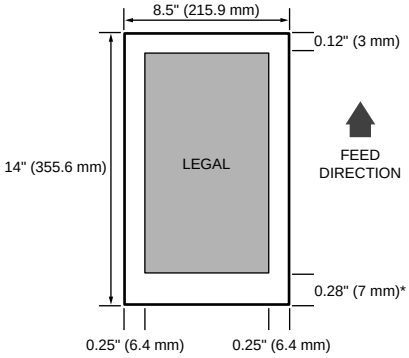
CAUTION **Do not set the paper thickness lever while the copier/fax is printing since this will cause problems.**

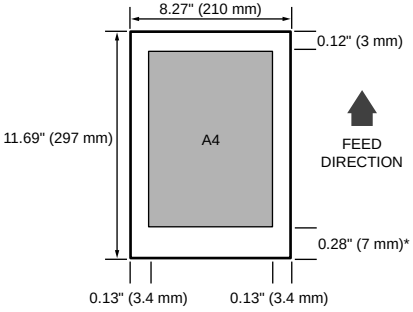


Printable Areas

The shaded areas below show the printable area of papers.







Selecting Paper

Follow these guidelines when selecting paper:

- To prevent paper jams in the multi-purpose tray, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Onion skin or very thin paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready to use. Keep opened packs in their original packaging, in a cool, dry location.
- Store paper at 64.4°–75.2°F (18°–24°C), 40%–60% relative humidity.

Loading Paper

For details on loading paper in the multi-purpose tray, see p. 2-15.

*The length of the lower margin varies depending on the printing conditions:
– 0.28 in. (7 mm) for black & white printing (0.16 in. (4 mm) when printing from memory).
– 0.83 in. (21 mm) for color printing.

Chapter 6

Speed Dialing

This chapter describes how to register and use the speed dialing features of your copier/fax.

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Speed Dialing Methods 6-2
One-Touch Speed Dialing 6-3
Registering Numbers for One-Touch Speed Dialing 6-3
Using One-Touch Speed Dialing 6-5
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Speed Dialing Lists 6-13
Printing Speed Dialing Lists 6-13

What is Speed Dialing?

Speed dialing allows you to streamline and customize dialing procedures by registering a fax/telephone number and name under a button or code. You can then dial that number by pressing only one or a few buttons.

Speed Dialing Methods

The three speed dialing methods available with your copier/fax are as follows:

■ **One-Touch Speed Dialing (→ p. 6-3)**
One-touch speed dialing allows you to send a document or dial a telephone number by pressing only one button. You can register up to 12 destinations for one-touch speed dialing.

■ **Coded Speed Dialing (→ p. 6-6)**
Coded speed dialing allows you to send a fax or dial a telephone number by pressing **Coded Dial** followed by a two-digit code from 00 to 99. While coded speed dialing requires you to press more buttons, it allows you to register up to 100 destinations.

■ **Group Dialing (→ p. 6-9)**
Group dialing allows you to dial a group of registered one-touch and/or coded speed dialing fax numbers. By registering a group for one-touch or coded speed dialing, you press only one or three buttons to send the same fax to several destinations.

The following pages describe how to register numbers for speed dialing and how to send using speed dialing.

One-Touch Speed Dialing

Registering Numbers for One-Touch Speed Dialing

One-touch speed dialing allows you to dial a fax/telephone number at the press of one button. You can register up to 12 fax/telephone numbers; one for every one-touch speed dialing button on the operation panel.

Follow this procedure to register numbers and names for one-touch speed dialing:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Use** 08 ∨ **or** 02 ∧ **to select** TEL REGISTRATION**.**

TEL REGISTRATION

4 **Press** Set **twice.**

1-TOUCH SPD DIAL

Ex: 01=

5 **Use** 08 ∨ **or** 02 ∧ **to select a one-touch speed dialing button (01 to 12).**

Ex: 04=

- If a one-touch speed dialing button has already been registered, the number registered under that button appears.
- If a group is already registered under a one-touch speed dialing button, GROUP DIAL appears.

6 **Press** Set **twice.**

TELEPHONE NUMBER

TEL=_

7 Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

- To enter a space, press **Space**. Spaces are optional and are ignored during dialing.
- To enter a pause, press **Redial/Pause**.
- To correct a mistake in the number, press < to delete the rightmost digit.
- To delete an entire entry or to change a previous entry, press **Clear**.
- If you have already registered a number and you only want to change the name, ignore this step.
- To cancel one-touch speed dialing for the button you selected, press **Clear** then **Set**. Press **Stop** to return to standby mode. The fax/telephone number and name registered under that button will be deleted.

Ex: TEL=20 545 8545_

8 Press Set twice.

DATA ENTRY OK

NAME

_ :A

9 Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).

- If you are unsure how to enter characters, see p. 3-2.
- If you have already registered a name and want to keep the same name, ignore this step.

Ex: Canon EUROPA :A

10 Press Set.

DATA ENTRY OK

Ex: 05=

11 To continue registering other one-touch speed dialing buttons, repeat the procedure from step 5.

-or-

Press Stop to return to standby mode.

Ex: 12/27 FaxTel

Note You can print the 1-Touch Spd Dial List showing all the numbers and names registered for one-touch speed dialing (→ p. 6-13). Keep this list near your copier/fax so you can refer to it easily when dialing.

Using One-Touch Speed Dialing

To use this feature, you must first register a number for one-touch speed dialing. (→ p. 6-3)

Follow this procedure to send documents using one-touch speed dialing:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.

Ex: MEMORY USED 0%
(Currently used memory)

DOCUMENT READY
(Standby to scan)

3 Press the one-touch speed dialing button assigned to the number you wish to fax.

- The number registered under that one-touch speed dialing button is displayed.
- If you press the wrong button, press **Stop**, then press the correct button.
- If no fax number is assigned to the one-touch speed dialing button you press, the LCD displays NO TEL #. If this happens, make sure you pressed the correct button and that the number you want to dial is registered under that button.

Ex: TEL=905 795 1111

4 Press Start ◇ to begin scanning for sending, or wait a few seconds for the copier/fax to begin scanning automatically.

- If you prefer the copier/fax never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)

Note: You can also use one-touch speed dialing to send a document to more than one destination at a time. (→ *Sequential Broadcasting*, p. 7-13)

Coded Speed Dialing

Registering Numbers for Coded Speed Dialing

Coded speed dialing allows you to dial a fax/telephone number by pressing only three buttons. First you press **Coded Dial** and then you enter a two-digit code under which you have registered a fax/telephone number. You can register up to 100 fax/telephone numbers for coded speed dialing.

Follow this procedure to register numbers and names for coded speed dialing:

1 **Press** Function.

2 **Press** 01 Data Registration.

DATA REGSTRATION

3 **Use** 08 ∨ **or** 02 ∧ **to select** TEL REGISTRATION**.**

TEL REGISTRATION

4 **Press** Set.

1-TOUCH SPD DIAL

5 **Use** 08 ∨ **or** 02 ∧ **to select** CODED SPEED DIAL**.**

CODED SPEED DIAL

6 **Press** Set.

Ex: ∗00=

7 **Use** 08 ∨ **or** 02 ∧ **to select a coded speed dialing code (00 to 99).**

Ex: ∗01=

- If a coded speed dialing code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialing code, GROUP DIAL appears.

8 **Press** Set **twice.**

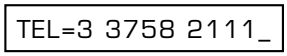
TELEPHONE NUMBER

TEL=_

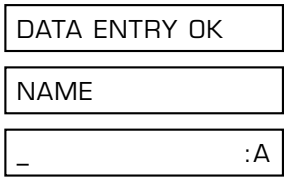
9 **Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).**

- To enter a space, press **Space**. Spaces are optional and are ignored during dialing.
- To enter a pause, press **Redial/Pause**.
- To correct a mistake in the number, press < to delete the rightmost digit.
- To delete an entire entry or to change a previous entry, press **Clear**.
- If you have already registered a number and you only want to change the name, ignore this step.
- To cancel coded speed dialing for the code you selected, press **Clear** then **Set**. Press **Stop** to return to standby mode. The fax/telephone number and the name registered under that code will be deleted.

Ex:



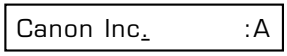
10 **Press Set twice.**



11 **Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).**

- If you are unsure how to enter characters, see p. 3-2.
- If you have already registered a name and want to keep the same name, ignore this step.

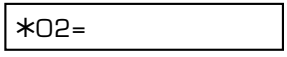
Ex:



12 **Press Set.**

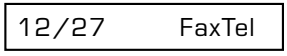


Ex:



13 **To continue registering other coded speed dialing codes, repeat the procedure from step 7.**
-or-
Press Stop to return to standby mode.

Ex:



Note You can print the Coded Speed Dial List showing all the numbers and names registered for coded speed dialing (→ p. 6-13). Keep this list near your copier/fax so you can refer to it when dialing.

Using Coded Speed Dialing

To use this feature, you must first register a number for coded speed dialing. (→ p. 6-6)

Follow this procedure to send documents using coded speed dialing:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.

Ex: MEMORY USED 0%
(Currently used memory)

DOCUMENT READY
(Standby to scan)

3 Press Coded Dial **.**



*

4 Use the numeric buttons to enter the two-digit code assigned to the number you wish to fax.

- The number registered under that coded speed dialing code is displayed.
- If you enter the wrong code, press **Stop**. Then press **Coded Dial** and enter the correct code.
- If no fax number is assigned to the coded speed dialing code you enter, the LCD displays NO TEL #. If this happens, make sure you entered the correct code and that the number you want to dial is registered under that code.

Ex: ✳01

Ex: TEL=03 3758 2111

5 Press Start **to begin scanning for sending, or wait a few seconds for the copier/fax to begin scanning automatically.**



- If you prefer the copier/fax never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)

Note You can also use coded speed dialing to send a document to more than one destination at a time. (→ *Sequential Broadcasting*, p. 7-13)

Group Dialing

Creating Groups

If you frequently send the same document to several destinations, you can create a group of these destinations and register them under a speed dialing button or code. This enables you to press a single one-touch speed dialing button, or press **Coded Dial** and enter a two-digit code to send the same document to all the destinations in the group.

Note
- You can only group numbers that have already been registered for one-touch or coded speed dialing.
- A group can contain up to 111 destinations.

Follow this procedure to create groups:

1 **Press** Function.

2 **Press** 01 Data Registration.

DATA REGSTRATION

3 **Use** 08 ∨ **or** 02 ∧ **to select** TEL REGISTRATION.

TEL REGISTRATION

4 **Press** Set.

1-TOUCH SPD DIAL

5 **Use** 08 ∨ **or** 02 ∧ **to select** GROUP DIAL.

GROUP DIAL

6 **Press** Set.

Ex: 01=1-TOUCH SPD

7 **Select a one-touch speed dialing button or coded speed dialing code under which you want to register the group.**

■ To register a group under a one-touch speed dialing button:

Use 08 ∨ or 02 ∧ to select the button under which you want to register the group (01 to 12).

Ex: 03=

- If a one-touch speed dialing button has already been registered, 1-TOUCH SPD or GROUP DIAL appears.

To register a group under a coded speed dialing code:

Press Coded Dial, then use the numeric buttons to enter the code under which you want to register the group (00 to 99).

Ex: ✳21=

- If a coded speed dialing code has already been registered, CODED SPEED or GROUP DIAL appears.

Note: If you wish to register a group under a button or code already registered for speed dialing, or you want to re-enter a group, you must delete the previous information first. (→ pp. 6-3, 6-6)

8 Press Set twice.

TELEPHONE NUMBER

TEL=

9 Enter the one-touch and/or coded speed dialing numbers you want to register in the group.

To enter a destination registered for one-touch speed dialing:

Press Function, then press the one-touch speed dialing button(s) assigned to the number(s) you want to register the group.Then press Function again.

Ex: 01=905 795 1111

To enter a destination registered for coded speed dialing:

Press Coded Dial, then use the numeric buttons to enter the two-digit code assigned to the number you want to register in the group. Repeat this process to enter additional codes.

Ex: ✳01=03 3758 2111

- The number registered under the button or code you enter appears, or GROUP DIAL appears if you select a group.
- You cannot enter numbers not registered for one-touch or coded speed dialing (i.e. with the numeric buttons).
- You can enter buttons or codes that have groups registered under them.
- To add destinations to a group already registered, simply enter them as explained in this step.
- If you enter the wrong destination, or if you want to delete a destination already registered in a group, use ∨ or ∧ to select that entry, then press **Clear**.
- To cancel group dialing for the button or code you selected, press **Clear** until all entries are deleted.

10 **Press Set twice.**

NAME

_ :A

11 **Use the numeric buttons to enter a name for the group (max.16 characters, including spaces).**

- If you are unsure how to enter characters, see p. 3-2.
- To enter a new name for a group already registered, press **Clear**, then enter the new name.

Ex: Canon GROUP 2_ :1

12 **Press Set.**

DATA ENTRY OK

Ex: 04=1-TOUCH SPD

13 **To continue registering other groups, repeat the procedure from step 7.**
-or-
Press Stop to return to standby mode.

Ex: 12/27 FaxTel

Note You can print the Group Dial List showing all the numbers and names registered for group dialing (→ p. 6-13). Keep this list near your copier/fax so you can refer to it when dialing.

Using Group Dialing

To use this feature, you must first register a group of fax numbers for one-touch or coded speed dialing. (→ p. 6-9)

Follow this procedure to send a document to a group of destinations registered under a one-touch speed dialing button or coded speed dialing code:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.

Ex: MEMORY USED 0%
(Currently used memory)

DOCUMENT READY
(Standby to scan)

3 Enter the group registered under a one-touch speed dialing button or coded speed dialing code.

■ To enter a group registered under a one-touch speed dialing button:

Press the one-touch speed dialing button assigned to the group you wish to fax.

- If you press the wrong button, press **Stop**, then press the correct button.

TEL=GROUP DIAL

■ To enter a group registered under a coded speed dialing code:

Press Coded Dial ◯ , then use the numeric buttons to enter the two-digit code assigned to the group you wish to fax.

- If you enter the wrong code, press **Stop**. Then press **Coded Dial** and enter the correct code.

Ex: ✳21=

TEL=GROUP DIAL

4 Press Start ◇ to begin scanning for sending, or wait a few seconds for the copier/fax to begin scanning automatically.

- If you prefer the copier/fax never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)

Speed Dialing Lists

You can print lists of destinations registered for one-touch and coded speed dialing, and group dialing. Keep these lists near your copier/fax so you can refer to them when dialing.

Printing Speed Dialing Lists

Follow this procedure to print speed dialing lists:

1 **Press** Function.

2 **Press** 07 Report.

ACTIVITY REPORT

3 **Use** 08 ∨ **or** 02 ∧ **to select** SPEED DIAL LIST.

SPEED DIAL LIST

4 **Press** Set.

1-TOUCH LIST

5 **Use** 08 ∨ **or** 02 ∧ **to select the list you want to print.**

Ex: CODED DIAL LIST

- You can select from the following:
  - 1-TOUCH LIST
  - CODED DIAL LIST
  - GROUP DIAL LIST

6 **Press** Set.

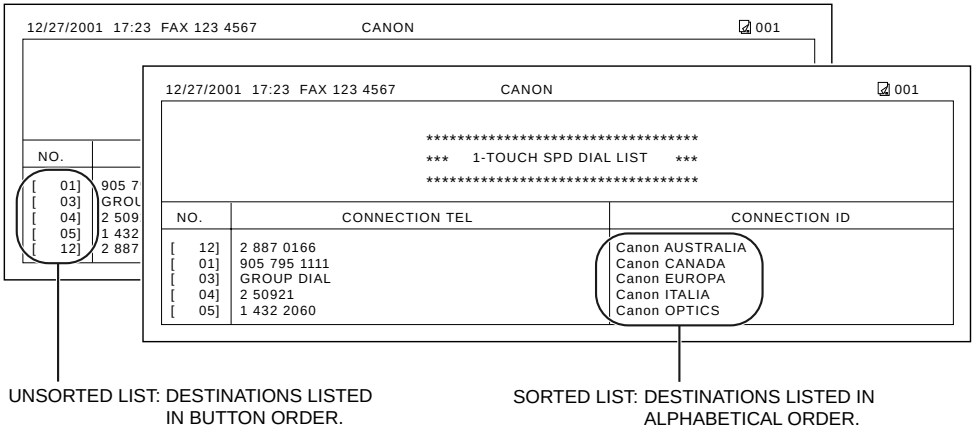
SORTED OUTPUT

YES=(✳) NO=(#)

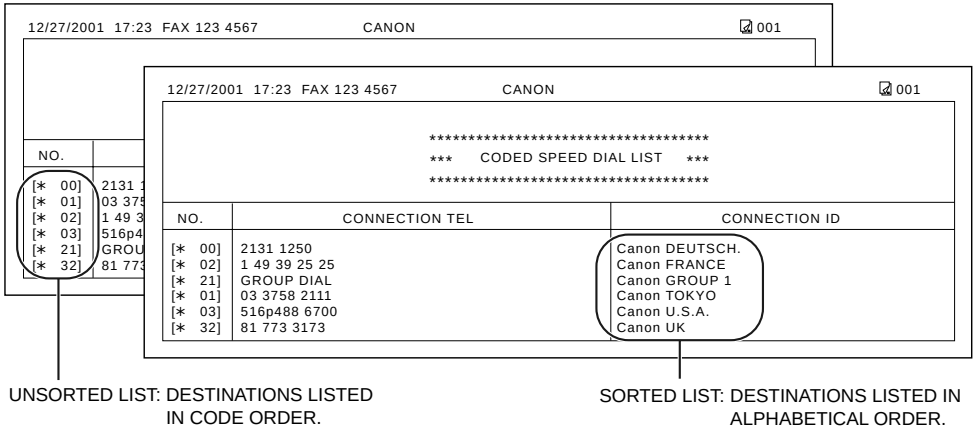
- If you selected 1-TOUCH LIST or CODED DIAL LIST above, select in what order you want the destinations to be printed:
  Press ✳ to print the list with the names of the destinations in alphabetical order.
  -or-
  Press # to print the list in code or button order.
- The copier/fax prints the list.

Samples of the lists are shown on the following page.

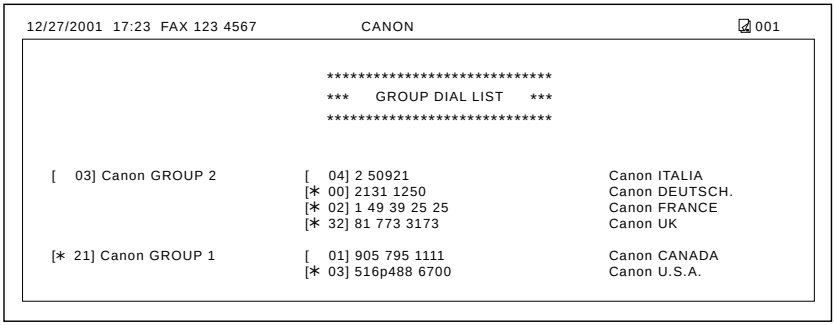
■ 1-Touch Spd Dial List



■ Coded Speed Dial List



■ Group Dial List



Chapter 7

Sending Faxes

This chapter describes how to use your copier/fax to send faxes.

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- Adjusting the Quality of Your Faxes 7-2
  - Setting Color or Black & White Transmission 7-2
  - Setting the Scanning Resolution 7-2
  - Setting the Scanning Contrast 7-4
- Dialing Methods 7-5

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- Memory Sending 7-6
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Canceling Sending 7-9

Redialing When the Line is Busy 7-10
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Preparing to Send a Fax

Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on loading documents, see Chapter 4, *Document Handling*.

Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send documents that are very close to the quality of the original. The copier/fax allows you to send a document in color or black & white, and to adjust the resolution and contrast to best suit your particular document.

Setting Color or Black & White Transmission

Your copier/fax can send faxes in black & white. It can also send faxes in color to fax machines with color capability. Before sending a document, you need to adjust whether the document will be sent in color, or in black & white only.

■ To send in black & white:

Make sure the **Color/B&W** button's light is off. If not, press **Color/B&W** to turn it off.

■ To send in color (to fax machines that support color fax reception):

Press **Color/B&W** to turn on its light.

Note If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

Note The higher the resolution, the higher the output quality, but the slower the scanning speed.

■ For black & white sending, set the resolution as follows:

1 Make sure the light above Color / B&W is turned off.

- If not, press **Color/B&W** to turn it off.

2 Press Image Quality to select the resolution setting you want.

Ex: FAX PHOTO

- You can select from the following:
  - FAX STANDARD
    Suitable for most text-only documents.
  - FAX FINE
    Suitable for fine-print documents.
  - FAX PHOTO
    Suitable for documents that contain images such as photos. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black & white). This gives a much better reproduction of photos, though the transmission time is longer.

After about 10 seconds, the LCD returns to standby mode.

■ For color sending, set the resolution as follows:

1 Press Color / B&W to turn on its light.

2 Press Image Quality to select the resolution setting you want.

Ex: FAX FINE

- You can select from the following:
  - FAX STANDARD
    Provides standard color resolution.
  - FAX FINE
    Provides a higher quality color resolution.

After about 10 seconds, the LCD returns to standby mode.

Note You can change the resolution setting while the document is being scanned for sending. However, please note that your new setting will only be effective from the next page scanned.

Setting the Scanning Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast the copier/fax uses to send or copy black & white documents. Adjust according to how light or dark your document is.

Follow this procedure to set the scanning contrast:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Press** Set **twice.**

USER SETTINGS

DATE & TIME

4 **Use** 08 ∨ **or** 02 ∧ **to select** SCAN CONTRAST**.**

SCAN CONTRAST

5 **Press** Set **.**

Ex: STANDARD

6 **Use** 08 ∨ **or** 02 ∧ **to select the scanning contrast you want.**

Ex: DARKER

- You can select from the following:
  - STANDARD
    Adequate for most documents.
  - DARKER
    Suitable for light documents.
  - LIGHTER
    Suitable for dark documents.

7 **Press** Set **.**

OFFHOOK ALARM

8 **Press** Stop **to return to standby mode.**

Ex: 12/27 FaxTel

Dialing Methods

There are several ways of dialing the number of the party you want to send to. They are as follows:

- **Regular Dialing**
  Dial a fax number by using the numeric buttons, just like dialing a telephone number.

- **One-Touch Speed Dialing**
  Dial a fax number by pressing the one-touch speed dialing button (01 to 12) that the number is assigned to. For details on registering and using one-touch speed dialing, see pp. 6-3, 6-5.

- **Coded Speed Dialing**
  Dial a fax number by pressing **Coded Dial** followed by the two-digit code (00 to 99) that the number is assigned to. For details on registering and using coded speed dialing, see pp. 6-6, 6-8.

- **Group Dialing**
  Send a document to a predefined group of fax numbers. (The numbers must already be registered under one-touch speed dialing buttons or coded speed dialing codes.) For details on creating groups and using group dialing, see pp. 6-9, 6-12.

Sending Methods

This section describes the methods and advantages of the two main sending methods: *Memory sending* and *Manual sending*.

Memory Sending

Memory sending is a quick and easy way to send a document. The copier/fax scans the document into its memory, and as the first page of a multipage document is being scanned, the unit begins calling the other party and transmitting the information even as the remaining pages are being scanned.

Since the copier/fax is multitasking, you can even scan a document into memory while sending another document, receiving a document, or while the copier/fax is automatically printing a report.

The copier/fax has enough memory to store up to 42 pages* (fewer if the document contains many graphics or particularly dense text).

Follow this procedure for memory sending:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

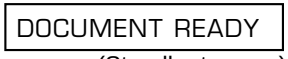
2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.
- You may not be able to use memory sending if the percentage shown in the LCD is close to 100%. Use manual sending instead. (→ p. 7-7)

Ex:



(Currently used memory)

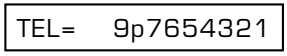


(Standby to scan)

3 Dial the other party's fax number.

- For dialing methods, see p. 7-5.
- If you enter the wrong number, press **Stop**, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/Pause**, as shown in the LCD on the right.

Ex:



*Based on ITU-T No. 1 Chart, standard mode.

4 Press Start to begin scanning for sending, or if you used speed dialing, wait a few seconds for the copier/fax to begin scanning automatically.

- If you prefer the copier/fax never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)
- To cancel sending once dialing has started, press **Stop** then ✳. (→ p. 7-9)

Note
- You can scan up to 30 different documents for memory sending.
- If an error occurs during sending, the document is automatically deleted from memory, even if it is not sent completely.
- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

Manual Sending

Manual sending allows you to talk to the other party before sending the document. This method is useful if the other party must manually set their fax machine to receive before they can receive a fax.

Follow this procedure for manual sending:

Note For this mode, you need to have an extension phone connected to your copier/fax. (→ p. 2-6)

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.

Ex:
```
MEMORY USED  0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

3 Press Hook.

- You can also lift the handset of the extension phone connected to your unit instead of pressing **Hook**.

```
TEL=
```

4 Dial the other party's fax/telephone number.

Ex: TEL= 7654321

- For dialing methods, see p. 7-5.
- If you make a mistake during dialing, press **Hook** or hang up the handset and start again from step 3.

5 When you hear the other party answer the call, pick up the handset to start talking.

- If you pressed **Hook** in step 3 instead of lifting the handset, you will hear the other party's voice but they will not be able to hear you through the speaker. Pick up the handset to talk to the other party.
- If you hear a high-pitched signal instead of the other party's voice, press **Start**. If you picked up the handset to dial, press **Start** and hang up the handset. The copier/fax will begin sending the document.

6 When you are ready to send the document, ask the other party to press the start button on their fax unit.

7 When you hear the high-pitched signal of the other party's fax unit press 

on the copier/fax and then hang up the handset.

- The unit begins sending the document.

Note

- If **Start** is not pressed within 60 seconds, the Color/B&W light will automatically turn off.
- Be sure to hang up the handset *after* you press **Start** on the copier/fax; otherwise the call will be disconnected.
- The unit will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the unit to beep, disable the OFFHOOK ALARM setting. (→ p. 14-3)
- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

Canceling Sending

Follow this procedure if you want to stop sending a document before transmission is completed:

■ Cancel manual sending as follows:

1 Press Stop **.**

- The transmission is canceled.
- The copier/fax prints an Error TX Report. (→ p. 11-4)

■ Cancel memory sending as follows:

1 Press Stop **.**

- The copier/fax asks you to confirm that you want to cancel sending.

CANCEL? ✳YES #NO

YES=[✳] NO=[#]

2 Press ✳ Tone **to cancel sending.**

- Sending is not canceled until you press ✳.
- If you change your mind and want to continue sending, press #.
- To cancel transmission of a document waiting to be sent from memory (because the unit is waiting to redial), see *Canceling Automatic Redialing*, p. 7-10.
- To cancel transmission of a document waiting to be sent from memory, see *Deleting a Document From Memory*, p. 7-17.
- The copier/fax prints an Error TX Report. (→ p. 11-4)

Note When you cancel sending, you may need to open the operation panel to remove the document from the ADF (Automatic Document Feeder). (→ p. 13-3)

Redialing When the Line is Busy

There are two methods of redialing: *Manual redialing* and *Automatic redialing*. This section explains these two methods.

Manual Redialing

Press **Redial/Pause** to dial the last number you dialed with the numeric buttons. (This starts redialing regardless of whether automatic redialing is enabled.)

Canceling Manual Redialing

To cancel manual redialing, press **Stop**.

Automatic Redialing

What is Automatic Redialing?

When you are sending using memory sending and the other party's line is busy, the unit waits the specified time and then dials the same number again. You can set the copier/fax to redial several times if previous attempts fail because of a busy signal. This feature is called *Automatic redialing*.

After the initial dial attempt, the copier/fax is factory-set to wait two minutes and then try to dial again. If the second attempt fails because the line was busy, the copier/fax will again wait for two minutes and make a final attempt to complete the call.*

Automatic redialing can be turned off and on. The number of redialing attempts and the time interval between attempts can also be adjusted. (→ p. 7-11)

If all redialing attempts are unsuccessful, the copier/fax will cancel the transmission and print an Error TX Report to remind you that the transmission was not completed. (→ p. 11-4)

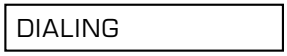
When automatic redialing is in use, the LCD alternately displays AUTO REDIAL and the transaction number (TX/RX NO.) while it is waiting to redial.

Canceling Automatic Redialing

Automatic redialing cannot be canceled with the **Stop** button while the unit is waiting to redial.

Follow this procedure to cancel automatic redialing:

1 Wait until the copier/fax begins redialing.



* Even if the copier/fax is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.

2 **Press** Stop **.**

- The copier/fax asks you to confirm that you want to cancel.

CANCEL? ✳YES #NO
YES=(✳) NO=(#)

3 **Press** ✳ Tone **to cancel redialing.**

- Redialing is not canceled until you press ✳.
- If you change your mind and want to continue redialing, press #.
- The copier/fax prints an Error TX Report. (→ p. 11-4)

Note If you want to cancel a transmission while the unit is waiting to redial, see *Deleting a Document From Memory*, p. 7-17.

Setting the Options for Automatic Redialing

You can set the following options for automatic redialing:

- Whether or not the copier/fax redials automatically.
- The number of times the copier/fax attempts to redial.
- The time interval between redialing attempts.

Follow this procedure to adjust the automatic redialing settings:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Press** Set **.**

USER SETTINGS

4 **Use** 08 ∨ **or** 02 ∧ **to select** TX SETTINGS**.**

TX SETTINGS

5 **Press** Set **.**

ECM TX

6 **Use** 08 ∨ **or** 02 ∧ **to select** AUTO REDIAL**.**

AUTO REDIAL

7 **Press** Set **.**

- To disable automatic redialing, use ∨ or ∧ to select OFF, then press **Set**. Press **Stop** to return to standby mode.
- To enable automatic redialing, use ∨ or ∧ to select ON. Continue with the steps on the next page.

Ex:

ON

8 **Press Set twice.**

REDIAL TIMES

Ex: 2TIMES

9 **Use the numeric buttons to enter the number of times you want the unit to redial.**

- You can select from 1 to 10 times.
- The default setting is twice.

Ex: 5TIMES

10 **Press Set twice.**

REDIAL INTERVAL

Ex: 2MIN.

11 **Use the numeric buttons to enter the time interval between redialings.**

- You can select from 2 to 99 minutes.
- The default setting is 2 minutes.

Ex: 5MIN.

12 **Press Set.**

TIME OUT

13 **Press Stop to return to standby mode.**

Ex: 12/27 FaxTel

Sequential Broadcasting

Sending a Document to More Than One Destination

This feature allows you to scan a document once and send it to several destinations. You can send the document to a maximum of 113 destinations using a combination of the following dialing methods:

- One-touch speed dialing: up to 12 destinations
- Coded speed dialing: up to 100 destinations
- Regular dialing (using the numeric buttons): one destination

You can enter the destinations in any order. (Be sure to press **Set** after your entry with the numeric buttons.)

Note

If you frequently send the same document to the same group of destinations, you can group them and register these numbers for group dialing. You can register up to 111 fax numbers with group dialing and send the same document to these numbers at the press of one or three buttons. (→ p. 6-9)

Follow this procedure to send a document to more than one destination:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

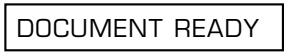
2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.

Ex:



(Currently used memory)



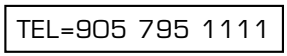
(Standby to scan)

3 Enter up to 113 fax numbers using any of the following methods:

▮ One-touch speed dialing:

Press the desired one-touch speed dialing button(s).

Ex:

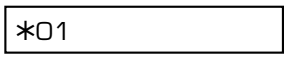


▮ Coded speed dialing:

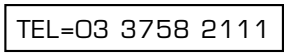
Press Coded Dial ◯ , then use the numeric buttons to enter the two-digit code. Repeat this process to enter additional codes.

- Be sure to press **Coded Dial** before each code.

Ex:



Ex:



▮ Regular dialing:

Use the numeric buttons to enter the fax number, then press Set to add the number to the broadcast list.

Ex: TEL=2 887 0166

- You can only enter one fax number this way.

Note
- If you enter an incorrect destination, press **Function**, then **Clear**. Then press **Function** again, and enter the correct destination.
- You must enter the second number within five seconds of entering the first number. All subsequent numbers must be dialed within 10 seconds. If you wait longer than these times, the copier/fax begins scanning the document for sending. If you prefer the copier/fax not to do this, disable the TIME OUT setting. (→ p. 14-5)
- If you want to review the numbers you entered, press **Function** and use ∨ or ∧ to scroll through the numbers.

4 Press Start to begin scanning for sending, or wait a few seconds for the copier/fax to begin scanning automatically.

- If you prefer the copier/fax never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 14-5)
- To cancel sending, press **Stop** then ✳. Sending to all destinations you specified in step 3 will be canceled. (You cannot cancel only one destination.)

Note
- If a number is busy, the unit will continue sending to the other destinations and then redial the number that was busy.
- If the unit's memory becomes full while scanning your document, MEMORY FULL will appear in the LCD. If this happens, remove the remainder of the document from the ADF (Automatic Document Feeder) (you may need to open the operation panel to do so), then divide the document into several sections and send each section separately.
- The document is automatically deleted from memory when the copier/fax completes sending the document to all destinations.
- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent, the LCD will display TRY AGAIN IN B&W, and transmission to that destination will be canceled. Try sending again in black & white. (This occurs even if the COLOR DIRECT setting is enabled.)

Sending a Document Using Group Dialing

If you frequently send faxes to the same group of people, you can create a group. Groups are stored under one-touch speed dialing buttons or coded speed dialing codes. For details, see p. 6-9.

Documents Stored in Memory

Printing a List of Documents in Memory

The copier/fax can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document. Once you know the transaction number of a document in memory, you can print it or delete it. These procedures are described later in this chapter.

Follow this procedure to print a list of documents in memory:

1 **Press** Function.

2 **Press** 04 Memory Reference.

DOC. MEMORY LIST

3 **Press** Set.

- The copier/fax prints the Doc. Memory List.

PRINTING REPORT

12/27/2001 23:42 FAX 123 4567 CANON 001

****
*** DOC. MEMORY LIST ***
****

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME
0046	TRANSMIT	[* 01] Canon TOKYO	3	12/27 23:24
0047	TRANSMIT COL	[04] Canon ITALIA	2	12/27 23:24
0048	B'CAST	[01] Canon CANADA	1	12/27 23:38
		[* 02] Canon FRANCE		
0049	B'CAST	[03] Canon GROUP 2	1	12/27 23:39

Printing a Document in Memory

Before printing a document, make sure you have the correct BJ cartridge installed.

	Black & White Document in Memory	**Color Document in Memory**
Color BJ cartridge	Printing possible.	Printing possible.
Black BJ cartridge	Printing possible.	Printing possible if converted to black & white.

Follow this procedure to print a document stored in memory:

1 Press Function.

2 Press 04 < Memory Reference.

DOC. MEMORY LIST

3 Use 08 ∨ **or** 02 ∧ **to select** PRINT DOCUMENT**.**

PRINT DOCUMENT

4 Press Set.

Ex: TX/RX NO. 0001

5 Use 08 ∨ **or** 02 ∧ **to select the transaction number (**TX/RX NO.**) of the document you want to print.**

Ex: TX/RX NO. ✳0003

- The marks before the transaction number (TX/RX NO.) mean the following:
  - (No mark): Black & white document
  - ✳: Color document
  - #: Black & white document being sent or printed
  - &: Color document being sent or printed
- If you are unsure of the transaction number (TX/RX NO.), print the Doc. Memory List. (→ p. 7-15)
- Use < or > to display details of the transaction (destination, for example).

6 Press Set.

1ST PG ONLY?

YES={✳) NO={#)

7 Press ✳ Tone **to print the first page only, or press** SYMBOLS # **to print all pages of the document.**

- The copier/fax prints the document.
- If you are printing a color document and have the Black BJ cartridge installed, these messages alternate in the LCD:
  Press ✳ to print the document in black & white with the Black BJ cartridge, or press # to cancel printing. The unit returns to step 5.

CONVERT CLR>B&W?

YES={✳) NO={#)

8 To continue printing other documents in memory, repeat the procedure from step 5.
-or-
Press Stop **to return to standby mode.**

Ex: 12/27 FaxTel

Deleting a Document From Memory

Follow this procedure to delete a document from memory:

1 **Press** Function.

2 **Press** 04 < Memory Reference.

DOC. MEMORY LIST

3 **Use** 08 ∨ **or** 02 ∧ **to select** DELETE DOCUMENT**.**

DELETE DOCUMENT

4 **Press** Set.

Ex: TX/RX NO. 0001

5 **Use** 08 ∨ **or** 02 ∧ **to select the transaction number (**TX/RX NO.**) of the document you want to delete.**

Ex: TX/RX NO. ✳0004

- The marks before the transaction number (TX/RX NO.) mean the following:
  - (No mark): Black & white document
  - ✳: Color document
  - #: Black & white document being sent or printed
  - &: Color document being sent or printed
- If you are unsure of the transaction number (TX/RX NO.), print the Doc. Memory List. (→ p. 7-15)
- Use < or > to display details of the transaction (destination, for example).

6 **Press** Set.

- The copier/fax asks you to confirm that you want to delete the document.

OK TO DELETE?

YES=[✳] NO=[#]

7 **Press** ✳ Tone **to delete the document.**

- If you change your mind and want to keep the document in memory, press #.
- The copier/fax deletes the document.

ERASING END

8 **To continue deleting other documents in memory, repeat the procedure from step 5.**
-or-
Press Stop ⓥ **to return to standby mode.**

Ex: 12/27 FaxTel

Chapter 8

Receiving Faxes

This chapter explains the different methods for receiving faxes and also contains useful information on fax reception.

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Different Ways to Receive a Fax

The copier/fax provides you with several modes for receiving faxes. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements	Details
Fax/Tel Mode	Fax/Tel	Automatically switches between fax and voice calls. Receives faxes automatically and rings for voice calls.	Extension phone connected to the copier/fax.	p. 8-3
MANUAL MODE	Tel	Copier/fax rings for every call, whether a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Extension phone connected to the copier/fax.	p. 8-6
FAX ONLY MODE	Fax	Copier/fax answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.	p. 8-8
ANS.MACHINE MODE	Fax/Tel	Copier/fax receives faxes automatically, and the answering machine records voice messages.	Answering machine connected to the copier/fax.	p. 8-9
DRPD	Fax/Tel	Allows you to have separate fax and telephone numbers which you distinguish by the type of ring.	Subscription to a DRPD service. Extension phone connected to the copier/fax.	p. 8-10

Once you have decided which mode is suitable for your needs, set the mode as described in this chapter. You can change the mode at any time.

Receiving Both Faxes and Telephone Calls Automatically: Fax/Tel Mode

Set this mode if you want your copier/fax to automatically switch between voice and fax calls.

Note: For this mode, you need to have an extension phone connected to your copier/fax. (→ p. 2-6)

Setting Fax/Tel Mode

Your copier/fax is factory-set to Fax/Tel Mode. If you have not changed the receive mode to FAX ONLY MODE or DRPD, simply follow this procedure:

1 Press Receive Mode **to select** Fax/Tel Mode**.**
- After a few seconds, the LCD changes to this display:

Fax/Tel Mode

Ex: 12/27 FaxTel

If Fax/Tel Mode does not appear in the LCD when you press **Receive Mode**, follow this procedure to set this mode:

1 Press Function**.**

2 Press 01 Data Registration**.**

DATA REGSTRATION

3 Press Set**.**

USER SETTINGS

4 Use 08 ∨ **or** 02 ∧ **to select** RX SETTINGS**.**

RX SETTINGS

5 Press Set**.**

ECM RX

6 Use 08 ∨ **or** 02 ∧ **to select** RX MODE**.**

RX MODE

7 Press Set**.**

Ex: FAX ONLY MODE

8 Use 08 ∨ **or** 02 ∧ **to select** FAX/TEL AUTO SW**.**

FAX/TEL AUTO SW

9 Press Set**.**

RING START TIME

10 Press Stop **to return to standby mode.**

Ex: 12/27 FaxTel

11 Confirm that FaxTel **is displayed in the LCD.**
- If FaxTel is not displayed, press **Receive Mode** to select Fax/Tel Mode. After a few seconds, the LCD returns to standby mode.

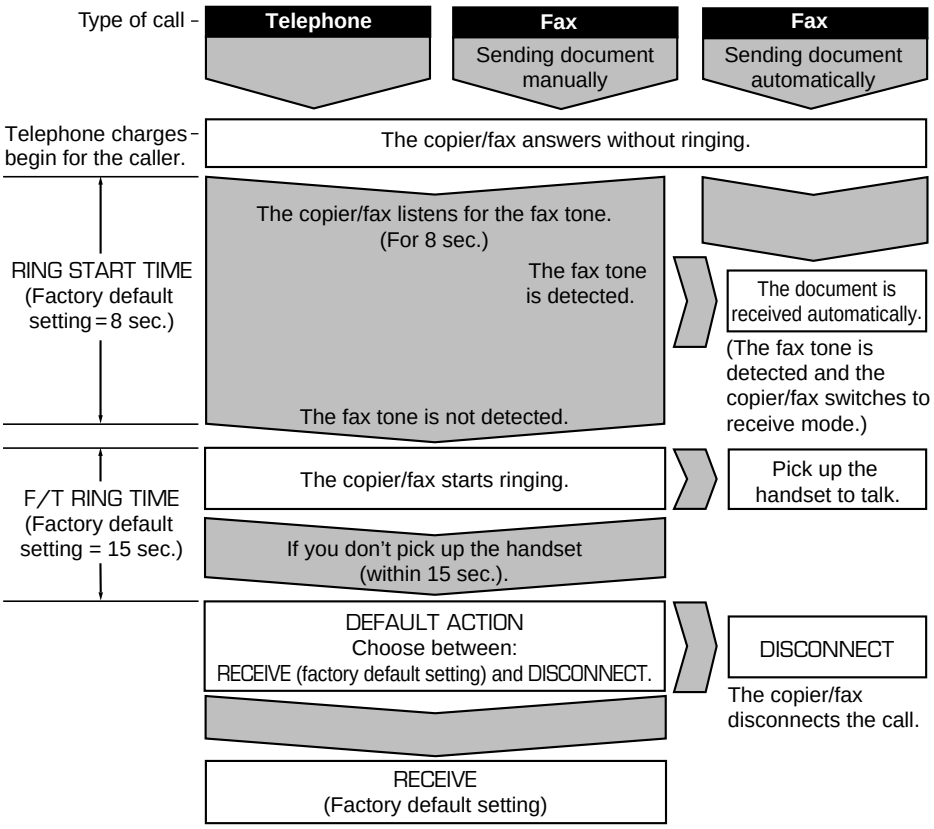
Ex: 12/27 FaxTel

Setting the Options for Fax/Tel Mode

If you set Fax/Tel Mode, you can control precisely how the copier/fax handles incoming calls by adjusting the following settings:

- Adjust the time the unit takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
- Adjust the length of time the unit rings when the call is a voice call (F/T RING TIME setting).
- Set whether the copier/fax switches to receive mode after the ring time set in F/T RING TIME has elapsed (DEFAULT ACTION setting).

■ What Happens When Fax/Tel Mode is Selected



Not all fax machines are capable of sending a fax tone. For those cases if you set the DEFAULT ACTION to RECEIVE, the copier/fax switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

Follow this procedure to set the Fax/Tel Mode options:

1 **Follow steps 1 to 9 on p. 8-3.**

RING START TIME

2 **Press** Set **.**

Ex: 8SEC

3 **Use the numeric buttons to enter the time the unit waits before ringing when it receives a call.**

- You can select from 0 to 30 seconds.
- The default setting is eight seconds.

Ex: 9SEC

4 **Press** Set **twice.**

F/T RING TIME

Ex: 15SEC

5 **Use the numeric buttons to enter the time the unit rings while waiting for someone to pick up the extension phone.**

- You can select from 10 to 45 seconds.
- The default setting is 15 seconds.

Ex: 30SEC

6 **Press** Set **twice.**

DEFAULT ACTION

Ex: RECEIVE

7 **Use** 08 ∨ **or** 02 ∧ **to select** RECEIVE **or** DISCONNECT**.**

- This setting tells the unit what to do if no one picks up the extension phone within the specified ring time set in step 5.
- Select RECEIVE to receive the call, or DISCONNECT to disconnect the call.
- The default setting is RECEIVE.

Ex: DISCONNECT

8 **Press** Set **.**

INCOMING RING

9 **Press** Stop **to return to standby mode.**

Ex: 12/27 FaxTel

Receiving Faxes Manually: MANUAL MODE

In MANUAL MODE, if you connect an extension phone to your copier/fax, you can receive voice calls as well as manually activate reception of faxes. You can activate reception from the copier/fax or from the extension phone connected to the unit (this is called *Remote receiving*).

Note
- For this mode, you need to have an extension phone connected to your copier/fax. (→ p. 2-6)
- Make sure the REMOTE RX setting is enabled. (→ p. 14-6)

Setting MANUAL MODE

Follow this procedure to set the receive mode to MANUAL MODE:

1 Press Receive Mode **to select** MANUAL MODE**.**
- After a few seconds, the LCD changes to this display:

	MANUAL MODE
Ex:	12/27 Manual

Receiving a Fax Manually

Follow this procedure to receive a fax manually:

1 Make sure Manual **is displayed in the LCD. (→ above)**

Ex:	12/27 Manual

2 Make sure you have connected an extension phone to the copier/fax. (→ p. 2-6)

3 When you hear the extension phone ring, pick up the handset.

4 ▮ If you hear a person's voice:

Start your conversation. If the caller wants to send a fax after talking to you, ask them to press the start button on their fax machine.

When you hear a slow beep, press Start on the copier/fax to begin receiving the fax. Hang up the handset.
- If the extension phone is located away from your unit, dial 25 (the remote receiving ID) on the extension phone and hang up.
- The copier/fax receives the fax.

■ If you hear a slow beep tone or silence:

Someone is trying to send you a fax.

If the extension phone is close to your unit, press 

on the copier/fax to begin receiving the fax. Hang up the handset.

- If the extension phone is located away from your unit, dial 25 (the remote receiving ID) on the extension phone and hang up.
- The copier/fax begins receiving the fax.



- You can change the number for the remote receiving ID (00 to 99), or disable remote receiving. (→ REMOTE RX, p. 14-6)
- The unit will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the unit to beep, disable the OFFHOOK ALARM setting. (→ p. 14-3)
- Be sure to hang up the handset *after* you press **Start** or dial the remote receiving ID; otherwise the call will be disconnected.
- If you have an answering machine connected to your copier/fax that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the unit's remote receiving ID to make it distinct from the answering machine's security code. (→ REMOTE RX ID, p. 14-6)

Receiving Faxes Automatically: FAX ONLY MODE

If you have a separate telephone line for the copier/fax, set FAX ONLY MODE for the copier/fax to answer all calls as fax calls.

Setting FAX ONLY MODE

Follow this procedure to set the receive mode to FAX ONLY MODE:

1 **Press** Function.

2 **Press** 01 Data Registration.

DATA REGSTRATION

3 **Press** Set.

USER SETTINGS

4 **Use** 08 ∨ **or** 02 ∧ **to select** RX SETTINGS.

RX SETTINGS

5 **Press** Set.

ECM RX

6 **Use** 08 ∨ **or** 02 ∧ **to select** RX MODE.

RX MODE

7 **Press** Set.

Ex: FAX/TEL AUTO SW

8 **Use** 08 ∨ **or** 02 ∧ **to select** FAX ONLY MODE.

FAX ONLY MODE

9 **Press** Set.

INCOMING RING

10 **Press** Stop **to return to standby mode.**

Ex: 12/27 FaxOnly

11 **Confirm that** FaxOnly **is displayed in the LCD.**

- If FaxOnly is not displayed, press **Receive Mode** to select FAX ONLY MODE. After a few seconds, the LCD returns to standby mode.

Ex: 12/27 FaxOnly

The copier/fax assumes all incoming calls are from fax machines sending faxes. It receives the documents automatically and disconnects all voice calls.

Note In FAX ONLY MODE, you can control whether or not the copier/fax rings when it receives a fax call (→ INCOMING RING, p. 14-6). Please note that even if you enable this option, the copier/fax will only ring if you have an extension phone connected to it.

Receiving With an Answering Machine: ANS.MACHINE MODE

Connecting an answering machine to the copier/fax allows you to receive faxes and telephone messages while you are out of the office.

In ANS.MACHINE MODE, the copier/fax allows the answering machine to answer incoming calls, then listens for the fax tone and automatically receives the fax if it detects this tone.

Setting ANS.MACHINE MODE

Note For this mode, you need to have an answering machine or a telephone with an answering machine connected to your unit. (→ p. 2-6)

Follow this procedure to set the receive mode to ANS.MACHINE MODE:

1 Press Receive Mode ◯ **to select** ANS.MACHINE MODE**.**

- After a few seconds, the LCD changes to this display:

ANS.MACHINE MODE

Ex:

12/27 AnsMode

Using the Copier/Fax With an Answering Machine

Follow these guidelines when using the copier/fax with an answering machine:

- Set the answering machine to answer on the first or second ring.
- When recording the outgoing message on the answering machine:
  - The entire message must be no longer than 15 seconds.
  - In the message, tell your callers how to send a fax. For example:

    “Hello. I can’t answer the phone right now, but please leave a message after the beep. I’ll return your call as soon as possible. If you would like to send a fax, press the start button on your fax machine after you leave your message. Thank you.”

Receiving Using the Distinctive Ring Pattern Detection Feature: DRPD

Some telephone companies offer a Distinctive Ring Pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your telephone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your copier/fax using only one telephone line.

Your copier/fax will automatically monitor incoming calls and based on the distinctive ring pattern, it will determine if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up the copier/fax for use with a DRP service. For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

Types of Ring Patterns

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. The setting you make in the copier/fax must match the setting assigned by the telephone company.

You can set the copier/fax for the following ring patterns:

- NORMAL RING
  Ring type of normal telephone line (Recommended for voice calls.)
- DOUBLE RING
  Two short rings at regular intervals (Recommended for fax calls.)
- SHORT-SHORT-LONG (Triple ring)
  Short-short-long rings at regular intervals
- SHORT-LONG-SHORT (Triple ring)
  Short-long-short rings at regular intervals
- OTHER RING TYPE
  Patterns other than those described above

Setting DRPD

Follow this procedure to set the receive mode to DRPD:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Press** Set **.**

USER SETTINGS

4 **Use** 08 ∨ **or** 02 ∧ **to select** RX SETTINGS**.**

RX SETTINGS

5 **Press Set.**

ECM RX

6 **Use 08 ∨ or 02 ∧ to select** RX MODE**.**

RX MODE

7 **Press Set.**

Ex: FAX/TEL AUTO SW

8 **Use 08 ∨ or 02 ∧ to select** DRPD**.**

DRPD

9 **Press Set.**

NORMAL RING

10 **Use 08 ∨ or 02 ∧ to select the type of ring pattern you want to set.**

- You can select from the following:
  - NORMAL RING
  - DOUBLE RING
  - SHORT-SHORT-LONG
  - SHORT-LONG-SHORT
  - OTHER RING TYPE

Ex: DOUBLE RING

11 **Press Set twice.**

UNIT TELEPHONE #

Ex: TEL=

12 **Use the numeric buttons to enter the fax/telephone number assigned for receiving a call for the ring pattern you selected in step 10 (max. 20 digits, including spaces).**

- This number is transmitted to the caller's fax machine and displayed in the caller's LCD as verification.
- To enter a space, press **Space**.
- To enter a plus sign (+) before the number, press +.
- If you make a mistake, press **Clear** and start again.

Ex: TEL= 123 4567

13 **Press Set twice.**

DATA ENTRY OK

UNIT NAME

Ex: _ :A

14 **Use the numeric buttons to enter your name or company name for the ring pattern you selected in step 10 (max. 24 characters, including spaces).**

- This name is transmitted to the caller's fax machine and displayed in the caller's LCD as verification.
- If you are unsure how to enter characters, see p. 3-2.
- If you make a mistake, press **Clear** and start again.

Ex: CANON :A

15 **Press Set twice.**

DATA ENTRY OK

RX MODE

Ex: FAX

16 **Use 08 ∨ or 02 ∧ to select the type of call to be received for the ring pattern you selected in step 10.**

- You can select from the following:
  - TEL
  - FAX
  - FAX/TEL AUTO SW

Ex: FAX/TEL AUTO SW

17 **Press Set.**

Ex: SHORT-SHORT-LONG

18 **To continue registering other ring patterns, repeat the procedure from step 10.**
-or-
Press Stop to return to standby mode.

Ex: 12/27 DRPD

Note If the RX MODE setting is set to DRPD, only DRPD will be displayed in the LCD when **Receive Mode** is pressed.

How DRPD Responds to Calls

When there is an incoming call, the copier/fax checks the incoming ring pattern and determines the type of pattern being received. The copier/fax may require up to 10 seconds to determine the pattern type. During this time, any telephone device connected to the copier/fax reacts according to how you registered the setting.

Your Setting	Incoming Call From Fax	Incoming Call From Telephone
TEL	Rings to alert you to pick up the handset of the extension phone. Press **Start** to receive the fax (similar to MANUAL MODE).	Rings to alert you to pick up the handset of the extension phone and take the call.
FAX	Receives the fax.	Answers as a fax machine.
FAX/TEL AUTO SW	Switches to receive mode for fax transmission signals.	Rings to alert you to pick up the handset of the extension phone and take the call.

Communicating Using DRPD

Using the copier/fax with a DRP service is almost the same as using it with a normal telephone line.

When you turn on DRPD, the receive mode defaults to DRPD.

When someone calls using the number assigned for telephone communication, the copier/fax rings in the pattern you registered for voice calls. When you hear this pattern, simply pick up the handset of the extension phone connected to the copier/fax and talk. If you do not answer, the copier/fax continues to ring until the other party hangs up.

When someone sends a fax using the number assigned for fax communication, the copier/fax receives the fax automatically.

Receiving in Color

Your copier/fax has been factory-set to receive faxes in color from fax machines with color capability. When receiving a fax, your copier/fax detects if the incoming fax is a color or black & white transaction, and prints the fax accordingly.

For automatic printing of received color faxes, you need to have the Color BJ cartridge installed in your unit. If you have the Black BJ cartridge installed, the copier/fax will receive the color fax in memory. Once received, the LCD will alternate REC'D IN MEMORY and INSTALL BC-21e.

Replace the Black BJ cartridge with the Color BJ cartridge (→ p. 12-11). The unit then automatically prints the color fax stored in memory.

Setting Color Reception

Your copier/fax is factory-set to receive in color when you receive color faxes from fax machines that have color capability.

Follow this procedure to disable or enable color reception:

1 **Press** Function.

2 **Press** 01 Data Registration.

DATA REGSTRATION

3 **Press** Set.

USER SETTINGS

4 **Use** 08 ∨ **or** 02 ∧ **to select** RX SETTINGS.

RX SETTINGS

5 **Press** Set.

ECM RX

6 **Use** 08 ∨ **or** 02 ∧ **to select** COLOR RX.

COLOR RX

7 **Press** Set.

Ex:

ON

8 **Use** 08 ∨ **or** 02 ∧ **to select** OFF **or** ON.

Ex:

OFF

9 **Press** Set.

PRINTER SETTINGS

10 **Press** Stop **to return to standby mode.**

Ex:

12/27 FaxTel

Receiving While Performing Other Tasks

Since the copier/fax is a multitasking device, it can receive faxes and voice calls while you are entering your user information, making copies, or printing a document from memory.

If you receive a fax while you are copying or printing a document from memory, the copier/fax stores the incoming fax in memory. Then, as soon as you finish copying or printing, the copier/fax automatically prints the fax. If you are registering information, the fax is printed as soon as it is received, and does not go into memory.

Receiving Faxes in Memory When a Problem Occurs

If the copier/fax encounters a problem when it is receiving a fax, the unit automatically stores the unprinted pages of the fax in memory, and the LCD displays REC'D IN MEMORY as well as one or more messages. For details on the action to take, see p. 13-5.

Note
- The copier/fax memory can store up to approximately 42 pages.*
- You can set the copier/fax not to store faxes in memory if a problem occurs during reception. (→ MEMORY RX, p. 14-6)
- Once the pages are printed, they are deleted from memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to send the fax again.

Canceling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

1 Press Stop.

- The copier/fax asks you to confirm that you want to cancel.

```
CANCEL? ✳YES  #NO
YES=[✳]  NO=[#]
```

2 Press Tone to cancel receiving.

- Receiving is not canceled until you press ✳.
- If you change your mind and want to continue receiving, press #.

```
TX/RX CANCELLED
```

Ex:

```
TX/RX NO.    5003
```

*Based on ITU-T No. 1 Chart, standard mode.

Chapter 9

Special Features

This chapter describes the special features of the copier/fax.

Special Dialing 9-2
Dialing Through a Switchboard.....9-2
Dialing an Overseas Number (With Pauses).....9-2
Switching Temporarily to Tone Dialing.....9-3

Special Dialing

This section explains special dialing features, such as dialing through a switchboard, dialing overseas numbers, and switching temporarily to tone dialing.

Dialing Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your copier/fax is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then dial the number of the party you are calling.

Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within and/or after the number. The length and location of the pause depends on the telephone system of your country.

Follow this procedure to dial an overseas number with pauses:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

- For color sending, press **Color/B&W** to turn on its light. (→ p. 7-2)
- To adjust the resolution and contrast, see pp. 7-2, 7-4.

Ex:



(Currently used memory)

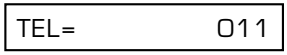


(Standby to scan)

3 Use the numeric buttons to dial the international access code.

- If you enter the wrong number, press **Stop**, then enter the correct number.
- For details on international access codes, contact your local telephone company.

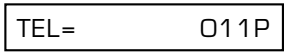
Ex:



4 If necessary, press Redial /Pause to enter a pause.

- A pause entered within a number (p) is two seconds long.
- For a longer pause, press **Redial/Pause** again for another two-second pause. Alternatively, you can change the length of the pause. (→ MID PAUSE SET, p. 14-5)

Ex:



5 **Use the numeric buttons to dial the country code, the area code, and the fax/telephone number of the other party.**

Ex: TEL= 011p811234

- If you enter the wrong number, press **Stop** and start again from step 3.

6 **If necessary, press** Redial /Pause **to enter a pause.**

Ex: TEL=011p811234P

- A pause at the end of a number (P) is fixed to ten seconds.

7 **Press** Start **to begin scanning for sending.**

- To cancel the transmission once dialing has started, press **Stop** then ✳. (→ p. 7-9)

Note To take advantage of the speed dialing features of your copier/fax, register frequently used overseas numbers for one-touch or coded speed dialing. (→ pp. 6-3, 6-6)

Switching Temporarily to Tone Dialing

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your copier/fax is connected to a rotary pulse line, follow this procedure to set the unit temporarily for tone dialing:

1 **Press** Hook **.**

TEL=

- You can also lift the handset of the extension phone connected to your unit instead of pressing **Hook**.

2 **Use the numeric buttons to dial the telephone number of the information service.**

Ex: TEL= 7654321

- The unit connects using the pulses required by your telephone line.

3 **When the recorded message of the information service answers, press** ✳ Tone **to switch to tone dialing.**

Ex: TEL= 7654321T

- When ✳ is pressed, T is displayed in the LCD.
- If you pressed **Hook** in step 1, you can pick up the handset of the extension phone if you need to talk to the other party.

4 Use the numeric buttons to enter the numbers requested by the information service.

- Numbers entered after pressing ✳ will be dialed using tone dialing.

Ex: TEL= 7654321T34

5 When you have finished, press 

to disconnect the call.

- If you used the extension phone, hang up the handset to disconnect the call.
- Tone dialing is canceled when you disconnect the call.

Chapter 10

Making Copies

This chapter describes how to use your copier/fax to make copies and explains how to adjust settings for copying and printing.

Documents You Can Copy 10-2
Copying Documents.....10-2
Setting the Length of the Bottom Margin 10-4

Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on loading documents, see Chapter 4, *Document Handling*.

Copying Documents

One of the copier/fax's convenient features is its ability to make high-quality black & white and color copies.

Follow this procedure to make copies:

1 Adjust the document feed lever for the document you are loading. (→ p. 4-2)

2 Prepare the document and load it, face down, in the ADF (Automatic Document Feeder). (→ p. 4-3)

Ex:
```
MEMORY USED  0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

3 Press Copy **.**

```
COPY    100%  01
```

4 ▮ For color copying:

Press Color / B&W to turn on its light, then press Image Quality to select the image quality setting you want.

Ex:
```
COLOR DRAFT
```

- You can select from the following:
  - PLAIN PAPER
    For color copying on plain paper.
  - HIGH RES. PAPER
    For color copying on high-resolution paper.
  - COLOR SNAPSHOT
    For copying color photos that are narrower than a letter-size page.
  - COLOR DRAFT
    For high-speed color copying at a lower resolution.

For black & white copying:

Make sure the Color / B&W button's light is off, then press Image Quality to select the image quality setting you want.

Ex: B&W TEXT

- If the **Color/B&W** button's light is on, press **Color/B&W** to turn it off.
- You can select from the following:
  – B&W TEXT
  Suitable for most text documents.
  – B&W PHOTO
  Suitable for documents that contain photographs.

5 To make a reduction or enlargement of your document, press Function, then use 08 or 02 to select the percentage you want.

Ex: COPY 80% 01

- You can select from the following:
  – 70%
  – 80%
  – 90%
  – 100%
  – 150% (COLOR SNAPSHOT mode only)
  – 200% (COLOR SNAPSHOT mode only)
  (Please note that although you can select 150% and 200% in other modes, you can only make enlargements in COLOR SNAPSHOT mode. The percentage setting will automatically revert to 100%.)

6 If you want to make multiple black & white copies, use the numeric buttons to enter the number of copies.

Ex: COPY 80% 05

- You can make up to 99 black & white copies.
- You can only make one color copy at a time.

7 Press Start to begin copying.

COPY

- To stop copying, press **Stop**. You may then need to open the operation panel to remove the document. (→ p. 13-3)

Note

- You will be unable to make multiple copies if MEMORY FULL appears in the LCD. Print or delete any documents stored in memory (→ pp. 7-15, 7-17) to free up space in the copier/fax's memory, then start again. Also, if you are copying multiple pages with many graphics, separate the pages into smaller stacks or make the desired number of copies one at a time as needed.
- You can also adjust the scanning contrast of documents you are copying. (→ p. 7-4)

Setting the Length of the Bottom Margin

You can adjust the length of the bottom margin for color copying and color reception.

The default margin length is NORMAL (0.83 inches/21 mm).

Follow this procedure to set the length of the bottom margin:

1 **Press** Function **.**

2 **Press** 01 Data Registration **.**

DATA REGSTRATION

3 **Press** Set **.**

USER SETTINGS

4 **Use** 08 ∨ **or** 02 ∧ **to select** PRINTER SETTINGS**.**

PRINTER SETTINGS

5 **Press** Set **.**

RX REDUCTION

6 **Use** 08 ∨ **or** 02 ∧ **to select** BOTTOM MARGIN**.**

BOTTOM MARGIN

7 **Press** Set **.**

Ex: NORMAL

8 **Use** 08 ∨ **or** 02 ∧ **to select the length of the bottom margin for color copying and color reception.**

Ex: SMALLER

- You can select from the following:
  - NORMAL
    The bottom margin is larger than the bottom margin of a black & white printed page (0.83 inches/21 mm).
  - SMALLER
    The bottom margin is the same length as the bottom margin of a black & white printed page (0.28 inches/7 mm).

9 **Press** Set **.**

PHOTO INK PRINT

10 **Press** Stop **to return to standby mode.**

Ex: 12/27 FaxTel

Chapter 11

Reports and Lists

This chapter describes the reports and lists that can be printed from your copier/fax.

Summary of Lists and Reports 11-2
Activity Report 11-3
Transmission (TX) Report 11-4
Multi-Transaction (TX/RX) Report 11-5
Reception (RX) Report 11-5

Summary of Lists and Reports

The table below shows the lists and reports that can be printed from your copier/fax. Refer to the pages indicated for more details.

Report or List	Description	Details
User's Data List	Lists the current settings of your copier/fax and the registered sender information.	p. 3-7
Activity Report	Shows recent facsimile transactions performed by your copier/fax. Prints automatically after every 20 transactions. You can enable or disable automatic printing of this report. You can also manually set the copier/fax to print it.	p. 11-3 p. 14-4
Transmission (TX) Report	Prints after transmission of a document. You can enable or disable this feature, or set the copier/fax to print a report only when an error occurs. You can also set the to print the first page of the document below the transmission report to remind you of the contents of the document.	p. 11-4 p. 14-4
Reception (RX) Report	Prints after reception of a document. You can enable or disable this feature, or set the copier/fax to print a report only when an error occurs.	p. 11-5 p. 14-4
Multi-Transaction (TX/RX) Report	Prints after sequential broadcasting of a document.	p. 11-5
Doc. Memory List	Lists the documents currently stored in the copier/fax's memory.	p. 7-15
Memory Clear Report	Prints automatically when power is restored to the copier/fax after a power failure. Lists the documents deleted from memory.	p. 13-22
1-Touch Spd Dial List	Lists the numbers and names registered under one-touch speed dialing buttons.	p. 6-13
Coded Speed Dial List	Lists the numbers and names registered under coded speed dialing codes.	p. 6-13
Group Dial List	Lists groups registered under one-touch speed dialing buttons and coded speed dialing codes.	p. 6-13

Activity Report

The copier/fax is factory-set to automatically print an Activity Report after every 20 transactions. If you want to print an Activity Report before it is automatically printed, follow this procedure:

Note If you prefer the copier/fax not to print an Activity Report after every 20 transactions, disable the AUTO PRINT setting. (→ p. 14-4)

1 Press Function.

2 Press 07 Report.

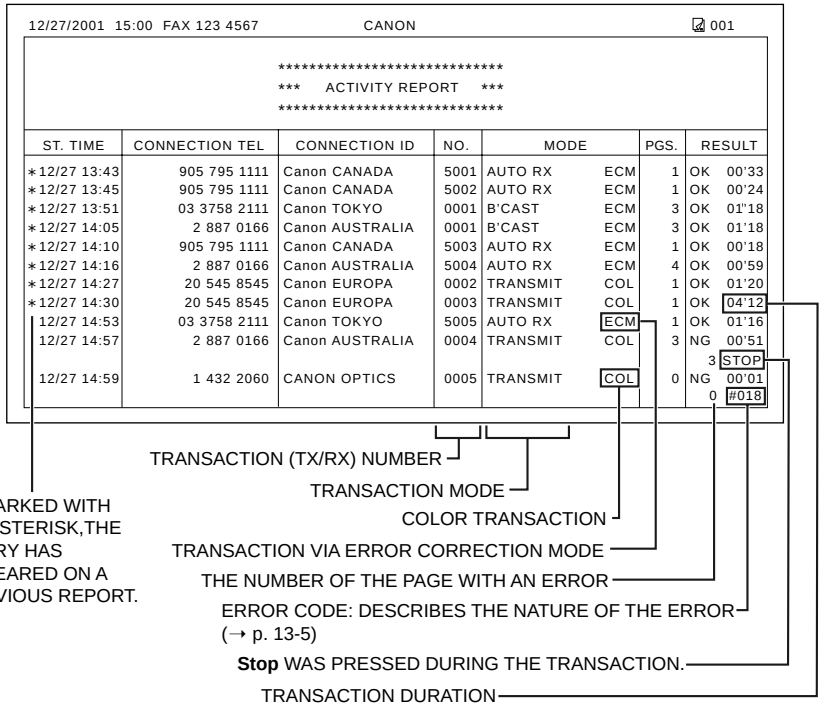
ACTIVITY REPORT

3 Press Set.

- The copier/fax prints an Activity Report.

PRINTING REPORT

Transactions in the Activity Report are listed chronologically.



12/27/2001 15:00 FAX 123 4567 CANON 001

****
*** ACTIVITY REPORT ***
****

ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE		PGS.	RESULT
∗12/27 13:43	905 795 1111	Canon CANADA	5001	AUTO RX	ECM	1	OK 00'33
∗12/27 13:45	905 795 1111	Canon CANADA	5002	AUTO RX	ECM	1	OK 00'24
∗12/27 13:51	03 3758 2111	Canon TOKYO	0001	B'CAST	ECM	3	OK 01'18
∗12/27 14:05	2 887 0166	Canon AUSTRALIA	0001	B'CAST	ECM	3	OK 01'18
∗12/27 14:10	905 795 1111	Canon CANADA	5003	AUTO RX	ECM	1	OK 00'18
∗12/27 14:16	2 887 0166	Canon AUSTRALIA	5004	AUTO RX	ECM	4	OK 00'59
∗12/27 14:27	20 545 8545	Canon EUROPA	0002	TRANSMIT	COL	1	OK 01'20
∗12/27 14:30	20 545 8545	Canon EUROPA	0003	TRANSMIT	COL	1	OK 04'12
12/27 14:53	03 3758 2111	Canon TOKYO	5005	AUTO RX	ECM	1	OK 01'16
12/27 14:57	2 887 0166	Canon AUSTRALIA	0004	TRANSMIT	COL	3	NG 00'51
						3	STOP
12/27 14:59	1 432 2060	CANON OPTICS	0005	TRANSMIT	COL	0	NG 00'01
						0	#018

IF MARKED WITH AN ASTERISK,THE ENTRY HAS APPEARED ON A PREVIOUS REPORT.

TRANSACTION (TX/RX) NUMBER

TRANSACTION MODE

COLOR TRANSACTION

TRANSACTION VIA ERROR CORRECTION MODE

THE NUMBER OF THE PAGE WITH AN ERROR

ERROR CODE: DESCRIBES THE NATURE OF THE ERROR (→ p. 13-5)

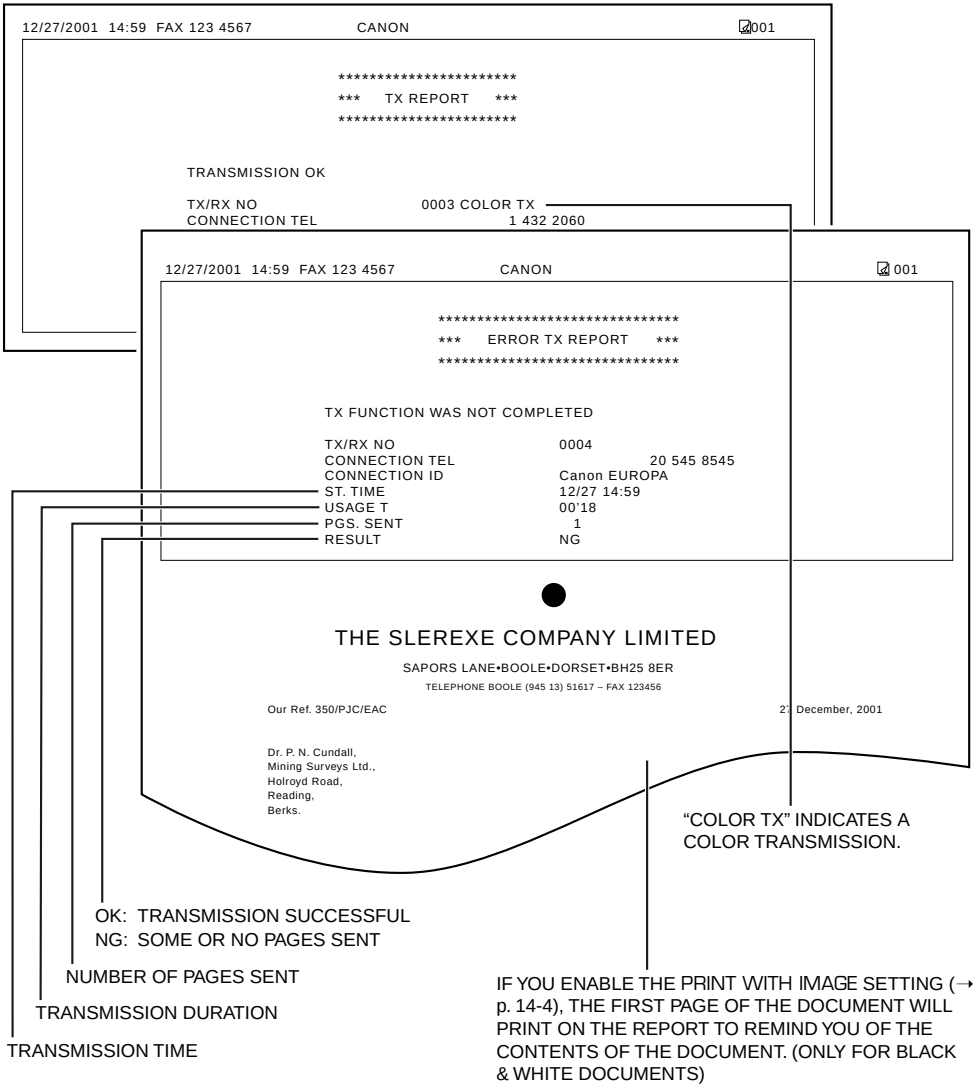
Stop WAS PRESSED DURING THE TRANSACTION.

TRANSACTION DURATION

Transmission (TX) Report

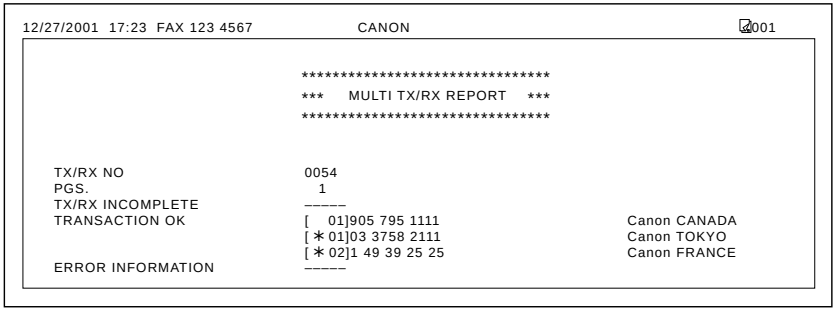
The copier/fax is factory-set to print a transmission (TX) report only when an error occurs during sending. To change this setting, see TX REPORT, p. 14-4.

If you set the copier/fax to print a report, a TX Report or an Error TX Report, similar to the ones below, will be printed depending on the setting you select.



Multi-Transaction (TX/RX) Report

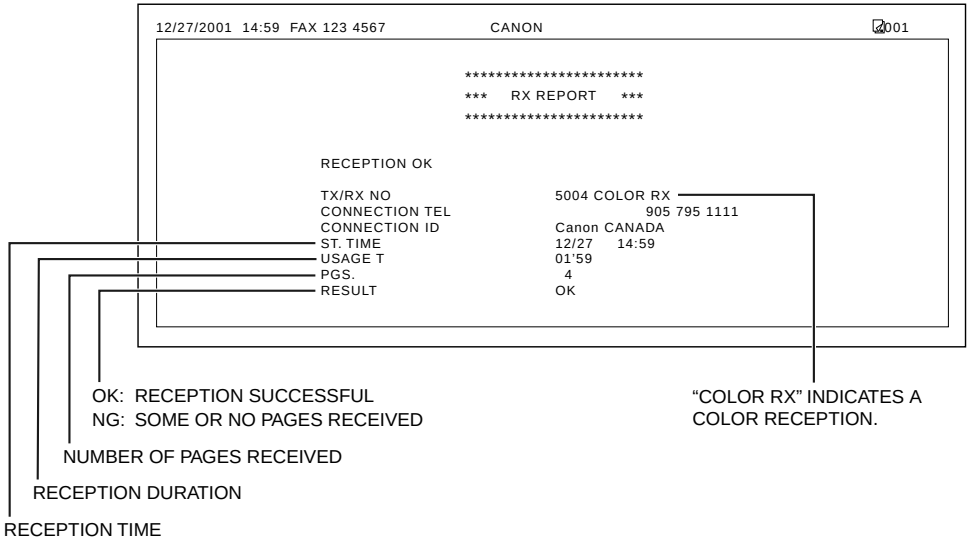
If the transmission was a sequential broadcast, a Multi TX/RX Report, similar to the one below, will be printed.



Reception (RX) Report

The copier/fax is factory-set not to print a reception (RX) report even if an error occurs during reception. To change this setting, see RX REPORT, p. 14-4.

If you set the copier/fax to print a report, an RX Report, similar to the one below, will be printed.



Chapter 12

Maintenance

This chapter explains periodic cleaning procedures and replacement of BJ cartridges and tanks.

Periodic Cleaning 12-2
- Cleaning the Copier/Fax's Exterior 12-2
- Cleaning the Copier/Fax's Interior 12-2
  - Cleaning Inside the ADF (Automatic Document Feeder) 12-2
  - Cleaning the Scanner Components 12-4

BJ Cartridge 12-6
- BJ Cartridges and Ink Tanks 12-6
- When to Replace a BJ Cartridge or Ink Tank 12-7
- Testing and Cleaning the BJ Cartridge Print Head 12-9
  - Printing the Nozzle Check Pattern 12-9
  - Cleaning the BJ Cartridge Print Head 12-10
- Replacing the BJ Cartridge 12-11
- Replacing am InkTank 12-14

Transporting the Copier/Fax 12-17

Periodic Cleaning

Your copier/fax requires little periodic maintenance. This section describes the necessary cleaning procedures for your copier/fax. Please note the following before cleaning your unit:

- Be sure to disconnect the power cord before cleaning the copier/fax. Since documents in memory are erased when the power is disconnected, print any documents stored in memory before disconnecting the power cord. (→ p. 7-15)
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.



Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the copier/fax; these can damage the copier/fax components.

Cleaning the Copier/Fax's Exterior

Follow this procedure to clean the unit's outer casing:

1 Disconnect the power cord from the copier/fax.

2 Wipe the unit's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.

3 When you are finished, reconnect the power cord.

Cleaning the Copier/Fax's Interior

Cleaning Inside the ADF (Automatic Document Feeder)

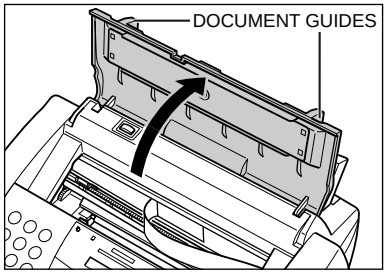
To prevent ink spots and paper dust from accumulating inside the copier/fax and affecting print quality, clean the unit's print area periodically.

Follow this procedure to clean inside the copier/fax:

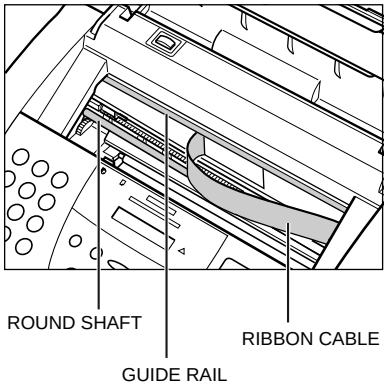
1 Disconnect the power cord from the copier/fax.

2 Lift the document guides to open the ADF (Automatic Document Feeder).

- If it does not open easily, slide the document guides outward and then open the ADF (Automatic Document Feeder). Alternatively, set the document feed lever to automatic document feed.

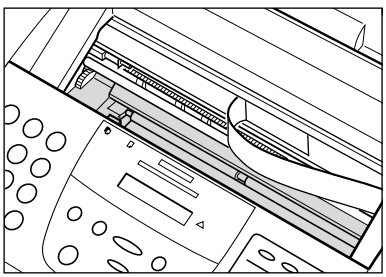


CAUTION **Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.**



3 Use a clean, soft, dry, lint-free cloth to remove any ink or paper debris from the unit's interior (shaded area), especially around the platen.

- Be careful not to touch the BJ cartridge or its holder.



4 Check the small black rollers. If they are dirty, clean them with a soft, dry toothbrush.

5 When you are finished, close the ADF (Automatic Document Feeder).

6 Reconnect the power cord.

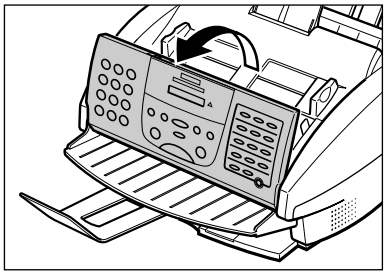
Cleaning the Scanner Components

Follow this procedure to periodically check and clean the scanner components:

1 Disconnect the power cord from the copier/fax.

2 Open the operation panel partially by gently pulling it toward you.

- It only opens slightly.

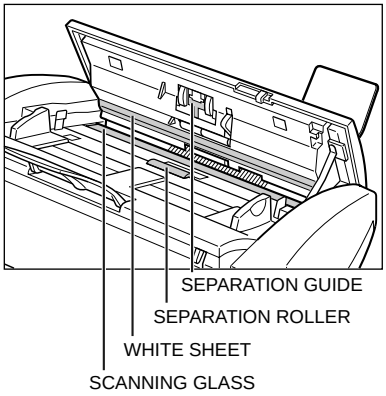


3 While holding the operation panel open, clean these components:

- **Separation guide and separation roller**
  Wipe with a clean, soft, dry, lint-free cloth.
- **White sheet and scanning glass**
  Wipe with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.

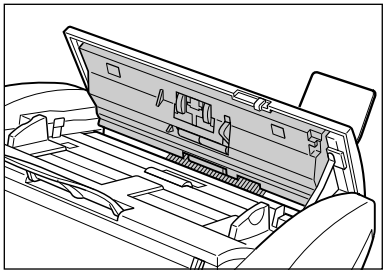
Note
- If the scanner components are dirty, the documents you send or copy will also be dirty.
- Be sure to use a soft cloth to avoid scratching the components.

CAUTION
Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

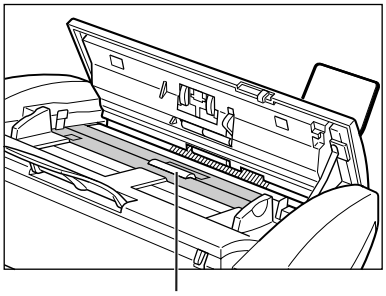


4 Clean the shaded area of the operation panel.

- Dirt and dust particles that collect on the underside of the operation panel affect the quality of the documents you copy or send.



5 **Use a clean, soft, dry, lint-free cloth to wipe up paper dust from the areas (shaded) surrounding the separation roller.**



6 **When you are finished, close the operation panel by pressing it down from the center.**

- Be sure to close the operation panel until it locks into place, or the unit will not function properly.

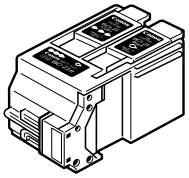
7 **Reconnect the power cord.**

BJ Cartridge

BJ Cartridges and Ink Tanks

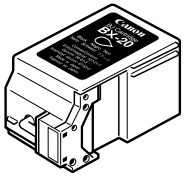
Canon offers several BJ cartridges and ink tanks for use with the copier/fax.

■ BC-21e Color BJ Cartridge (Included with the Copier/Fax)



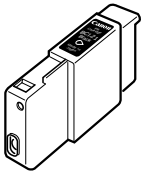
Contains the print head unit and two replaceable ink tanks, one color (cyan, magenta, yellow) and one black. When you run out of ink, you can replace the ink tanks without having to replace the print head unit.

■ BX-20 Black BJ Cartridge (Sold separately)



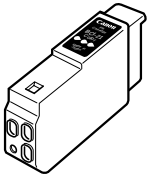
Contains the print head unit and black ink only. Use this BJ cartridge for fast, black ink printing. When you run out of ink, replace the entire BJ cartridge.

■ BCI-21 Black Ink Tank (Included with the Copier/Fax)



Contains the black ink for the Color BJ cartridge. When the Black ink tank of the Color BJ cartridge runs out, replace with this tank.

■ BCI-21 Color Ink Tank (Sold separately)



Contains the color ink for the Color BJ cartridge. When the Color ink tank of the Color BJ cartridge runs out, replace with this tank.

Note

- To help ensure the maximum life of your BJ cartridges, always follow the guidelines for cartridge maintenance. (→ p. 2-12)
- For optimum printing results and to avoid printing problems, Canon recommends that you only use the Canon BJ cartridges and ink tanks mentioned in this manual.

When to Replace a BJ Cartridge or Ink Tank

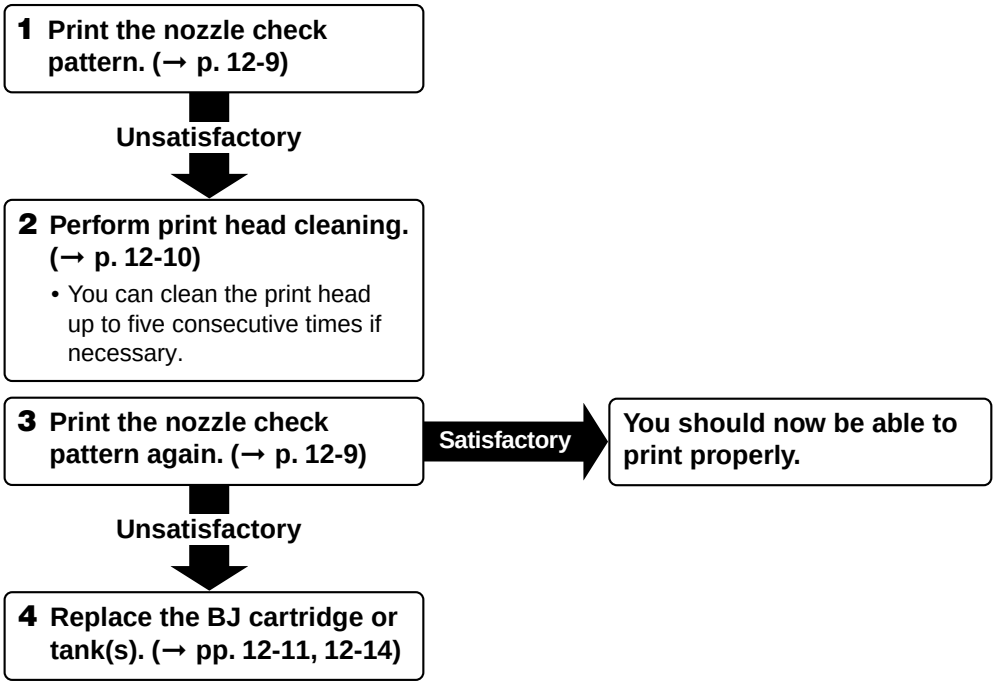
In general, you will need to replace a BJ cartridge in the following situations:

- If you have been using a BJ cartridge for over a year.
- If your printed output is not crisp and clear or has gaps in the characters (missing dots).
- If your color printouts appear to be missing a color.
- If the message CHANGE CARTRIDGE appears in the LCD.

In general, you will need to replace an ink tank in the Color BJ cartridge in the following situations:

- If you have been using an ink tank for over six months.
- If your output is blank.
- If your printouts appear to be missing a color.
- If the messages BLACK INK EMPTY and/or COLOR INK EMPTY appear in the LCD.

Refer to the flow chart on the next page to check if the BJ cartridge or ink tank(s) need replacing.



Note

- To help ensure the maximum life of your BJ cartridges, always follow the guidelines for cartridge maintenance. (→ p. 2-12)
- For optimum printing results and to avoid printing problems, Canon recommends that you only use the Canon BJ cartridges and ink tanks mentioned in this manual.
- For BJ cartridge yields, see p. A-3.

Testing and Cleaning the BJ Cartridge Print Head

The print head in the BJ cartridge contains nozzles through which ink is propelled onto the paper. To maintain the best possible print quality, these nozzles need to be cleaned from time to time. Your copier/fax is equipped with a print head cleaning function that does this.

Printing the Nozzle Check Pattern

Before cleaning the print head, you may want to print the nozzle check pattern to test the print head of the BJ cartridge installed in the copier/fax. This test shows if each print head nozzle is operating properly.

Refer to the flow chart (→ p. 12-8) for the correct order of testing and cleaning the BJ cartridge print head.

Follow this procedure to print the nozzle check pattern:

1 Press Function **.**

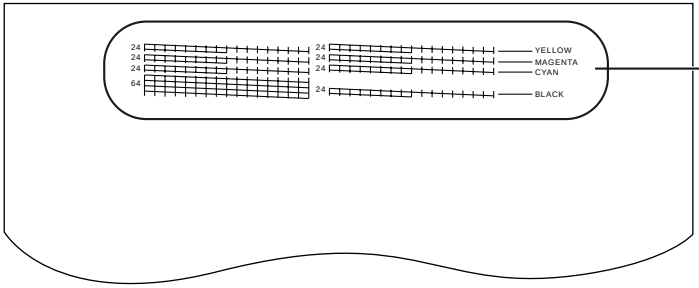
2 Press 10 Cleaning **.**

NOZZLE CHECK

3 Press Set **.**

- The copier/fax prints the nozzle check pattern.

When the Color BJ cartridge is installed, the pattern includes all four colors; yellow, magenta, cyan, and black. In the color pattern you will notice that lines are missing between the colors. This is normal.



Nozzle Check Pattern
If the pattern is broken, missing, or a specific color is not printed, see *Cleaning the BJ Cartridge Print Head*, p. 12-10.

Note Print the nozzle check pattern again after cleaning the BJ cartridge print head to check if cleaning corrected the problem.

Cleaning the BJ Cartridge Print Head

If your printouts become faint or streaked, or if their quality otherwise deteriorates, print the nozzle check pattern to see if the print head nozzles are operating properly (→ p. 12-9). If the pattern is broken, missing, or a specific color is not printed, clean the BJ cartridge print head.

Refer to the flow chart (→ p. 12-8) for the correct order of testing and cleaning the BJ cartridge print head.

Note
- To maintain the best possible print quality, clean the BJ cartridge print head from time to time.
- Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the BJ cartridge.

Follow this procedure to clean the BJ cartridge print head:

1 **Press** Function.

2 **Press** 10 Cleaning.

NOZZLE CHECK

3 **Use** 08 ∨ **or** 02 ∧ **to select** HEAD CLEANING.

Ex: HEAD CLEANING

4 **Press** Set.
- The copier/fax cleans the print head.

Note
- You can clean the print head up to five consecutive times if necessary.
- After cleaning, print the nozzle check pattern to check if cleaning corrected the problem. (→ p. 12-9)
- If cleaning does not improve print quality, replace the BJ cartridge (→ p. 12-11) or tank(s). (→ p. 12-14)

Replacing the BJ Cartridge

This section describes how to replace the BJ cartridge. Before replacing the BJ cartridge, be sure to read the section *When to Replace a BJ Cartridge or Ink Tank*. (→ p. 12-7)

Note

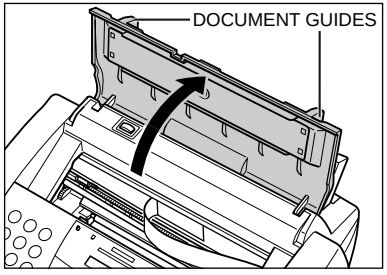
- The procedure explained here is the same for replacing an old BJ cartridge with a new one, or simply exchanging the BJ cartridge for an optional BJ cartridge.
- Do not replace the BJ cartridge while the copier/fax is printing or performing another operation.
- You only need to replace the Color BJ cartridge when the print head is damaged or when you have printed approximately 2000 pages. If ink runs out in this BJ cartridge, you can replace individual ink tanks (color or black) without having to replace the entire BJ cartridge. (→ p. 12-14)

Follow this procedure to replace the BJ cartridge:

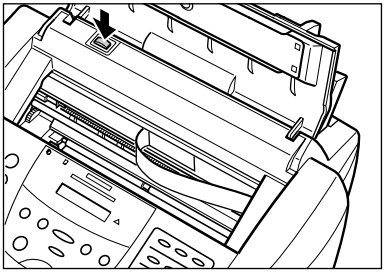
1 Make sure the copier/fax is plugged in.

2 Lift the document guides to open the ADF (Automatic Document Feeder).

- If it does not open easily, slide the document guides outward and then open the ADF (Automatic Document Feeder). Alternatively, set the document feed lever to (automatic) document feed.

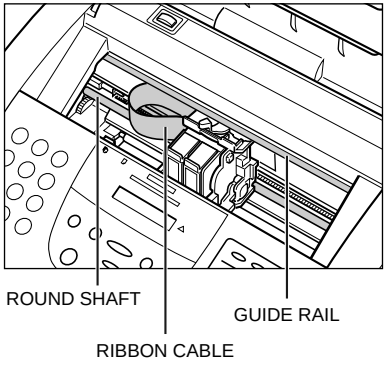


3 Press .



CAUTION

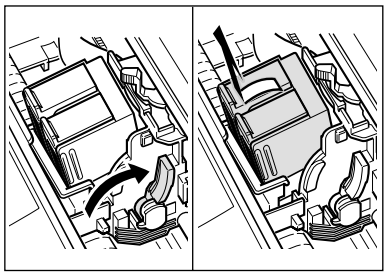
- **Do not try to manually move or stop the cartridge holder since this may damage the unit.**
- **Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.**
- **The copier/fax has an automatic protection feature that helps keep it from overheating. If the cartridge holder does not move, unplug the copier/fax and let it cool for several minutes. Then plug it in again and press ⎘ to move the cartridge holder.**

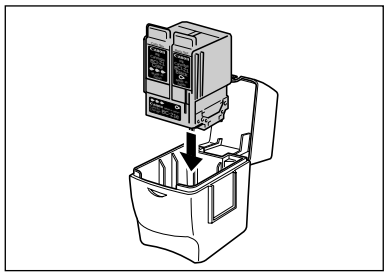


4 Raise the blue cartridge lock lever on the cartridge holder and remove the BJ cartridge.

CAUTION

- **Discard the old BJ cartridge immediately according to the local laws and regulations for disposal of consumables. You may want to place it in a plastic bag to keep any residual ink from spilling.**
- **Spilled ink can stain any surface; protect yourself and your work area by handling the cartridge with care.**
- **If removing a BJ cartridge to use an optional one, be sure to store the BJ cartridge in the container provided with your copier/fax. Otherwise the ink will dry and affect print quality.**

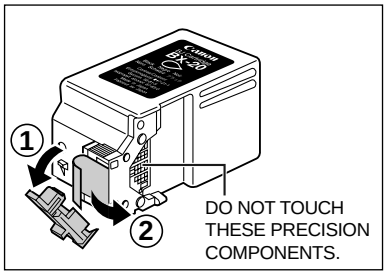




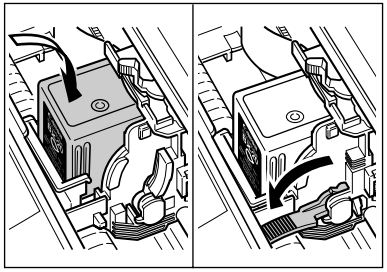
5 Remove the new BJ cartridge from its package, then remove the orange protective cap ① and tape ②.

CAUTION

- **Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.**
- **Install the BJ cartridge immediately after removing the cap and tape.**
- **Spilled ink can stain any surface; protect yourself and your work area by handling the cartridge with care.**

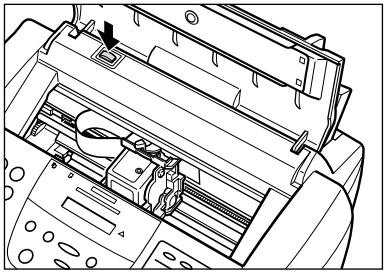


6 With the label facing outward, insert the BJ cartridge into the cartridge holder. Lower the blue cartridge lock lever until it locks into position.



7 Press .

- The cartridge holder moves to its home position on the right side of the unit and begins cleaning the BJ cartridge print head. This process takes about 55 seconds.



CAUTION **Do not try to manually move or stop the cartridge holder since this may damage the unit.**

8 Close the ADF (Automatic Document Feeder).

Note If you need to unplug the copier/fax, wait until the unit is in standby mode (date and receive mode displayed in the LCD). Otherwise the cartridge holder may not be in its home position causing the BJ cartridge to remain uncapped and dry out.

Replacing an Ink Tank

This section describes how to replace an ink tank in an installed Color BJ cartridge. Before replacing an ink tank, be sure to read the section *When to Replace a BJ Cartridge or Ink Tank*. (→ p. 12-7)

Note

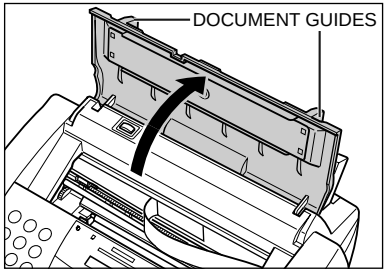
- Do not leave empty ink tanks in a Color BJ cartridge. Remove them immediately when they run out of ink, and replace them with new ones. Do not leave a Color BJ cartridge with either of its ink tanks missing as the ink in the BJ cartridge will dry and adversely affect print quality.
- Do not replace ink tanks while the copier/fax is printing or performing another operation.

Leave the Color BJ cartridge installed in the copier/fax and follow this procedure to replace an ink tank:

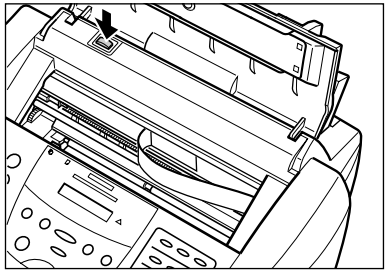
1 Make sure the copier/fax is plugged in.

2 Lift the document guides to open the ADF (Automatic Document Feeder).

- If it does not open easily, slide the document guides outward and then open the ADF (Automatic Document Feeder). Alternatively, set the document feed lever to (automatic) document feed.

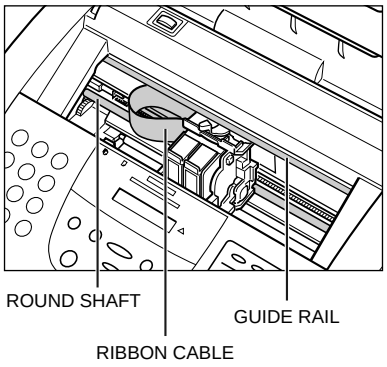


3 Press .



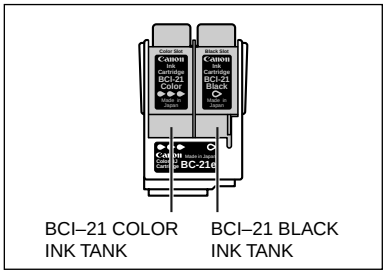
CAUTION

- **Do not try to manually move or stop the cartridge holder since this may damage the unit.**
- **Do not touch the components shown or any metal parts since this may adversely affect operation of the unit and/or affect print quality.**
- **The copier/fax has an automatic protection feature that helps keep it from overheating. If the cartridge holder does not move, unplug the copier/fax and let it cool for several minutes. Then plug it in again and press ⎘ to move the cartridge holder.**



Note

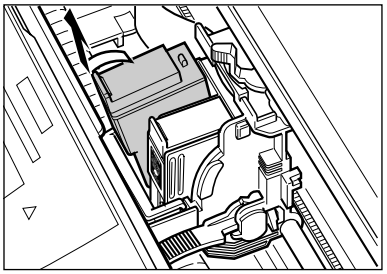
The Color ink tank is on the left, and the Black ink tank is on the right.



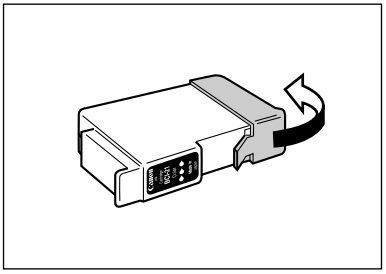
4 Pull forward the tab on the ink tank to release it, then remove it from its slot.

CAUTION

- **Do not remove the BJ cartridge from the copier/fax.**
- **Do not remove both ink tanks together. Remove and replace each one individually to ensure that they are inserted in the correct slot. Inserting them in the wrong slot will cause colors to print incorrectly.**
- **If a partially used ink tank must be removed for some reason, keep the ink tank installed in a BJ cartridge. Otherwise the ink will dry and adversely affect print quality.**
- **Discard the old ink tank immediately according to the local laws and regulations for disposal of consumables. You may want to place it in a plastic bag to keep any residual ink from spilling.**
- **Spilled ink can stain any surface; protect yourself and your work area by handling the ink tank(s) with care.**



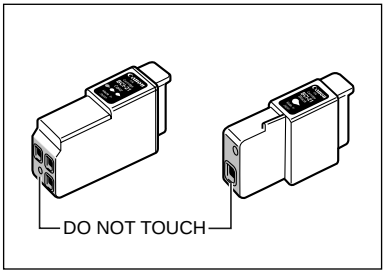
5 Remove the new ink tank from its package, then remove the orange protective cap.



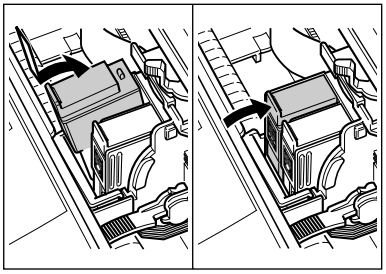
CAUTION

- **Discard the cap. Never attempt to reattach it to the ink tank.**
- **Spilled ink can stain any surface; protect yourself and your work area by handling the ink tank(s) with care.**

- **Do not touch the ink port on the ink tank.**

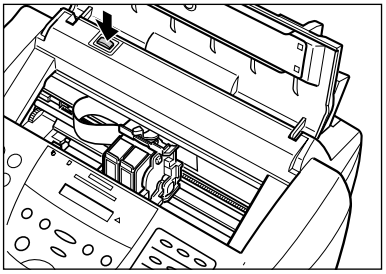


6 Insert the ink tank into the empty slot in the Color BJ cartridge, then press firmly on the ink tank tab until it clicks into position.



7 Press ▷.

- The cartridge holder moves to its home position on the right side of the unit and begins cleaning the BJ cartridge print head. This process takes about 55 seconds.



CAUTION **Do not try to manually move or stop the cartridge holder since this may damage the unit.**

8 Close the ADF (Automatic Document Feeder).

Note If you need to unplug the copier/fax, wait until the unit is in standby mode (date and receive mode displayed in the LCD). Otherwise the cartridge holder may not be in its home position causing the BJ cartridge to remain uncapped and dry out.

Transporting the Copier/Fax

Whenever you plan to transport the copier/fax, you need to prepare it so it will not be damaged during the move.

Follow this procedure to prepare and pack your copier/fax and its components:

1 **Disconnect the power cord.**

2 **DO NOT remove the BJ cartridge from the copier/fax. With the cartridge holder in its home position on the right side of the unit, tape the BJ cartridge and cartridge holder to the side of the unit.**

3 **Disconnect the extension phone, answering machine, or data modem from the copier/fax (if connected). (→ p. 2-6)**

4 **Disconnect the telephone line. (→ p. 2-6)**

5 **Remove the document support. (→ p. 2-5)**

6 **Remove the document tray. Then remove the extension from the document tray. (→ p. 2-5)**

7 **Replace all tapes and shipping materials you removed when you first unpacked the copier/fax. (→ p. 2-4)**

8 **Pack the copier/fax and all its components in the original shipping carton. (→ p. 2-3)**

Note

- Do not remove the BJ cartridge from the copier/fax or ship a BJ cartridge or ink tank from which you have removed the protective cap and tape. An opened BJ cartridge or ink tank that is not installed in the copier/fax or in the BJ cartridge container may leak, and the print head may dry out. **Also, if you do not tape the BJ cartridge to the side of the copier/fax, ink may spill into the unit.**
- If you no longer have the shipping carton your copier/fax came in, pack the unit in a suitably sized, sturdy cardboard box, and use bubble wrap or other suitable packing materials. (If you use foam peanuts, be sure to wrap the copier/fax in plastic first to prevent the packing materials from entering any openings on the unit.)

Chapter 13

Troubleshooting

If your copier/fax is not operating properly, use the information in this chapter to try and solve the problem.

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Jams in the Multi-Purpose Tray 13-4
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If You Cannot Solve the Problem

If you have a problem with your copier/fax and you cannot solve it by referring to the information in this chapter, contact the Customer Care Center.

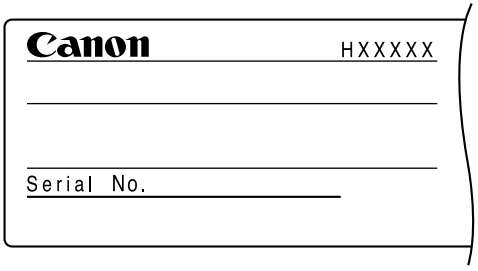
Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem.

Note Attempting to repair the copier/fax yourself may void the limited warranty. See the limited warranty card for details.

CAUTION **If the copier/fax makes strange noises, emits smoke or strange smells, unplug it immediately and contact the Customer Care Center. Do not attempt to disassemble or repair the unit yourself.**

If you need to contact Canon directly, make sure you have the following information:

- **Product name**
  B740 Copier/Fax
- **Serial number**
  The serial number is on the label located at the back of the unit.



- **Place of purchase**
- **Nature of problem**
- **Steps you have taken to solve the problem and the results**

Clearing Jams

On occasion, the document feeding into the copier/fax's ADF (Automatic Document Feeder) or the paper in the multi-purpose tray may misfeed or jam. If this happens, you can usually fix the problem using one of the procedures described in this section.

Note You do not need to unplug the copier/fax when clearing paper jams.

Jams in the ADF (Automatic Document Feeder)

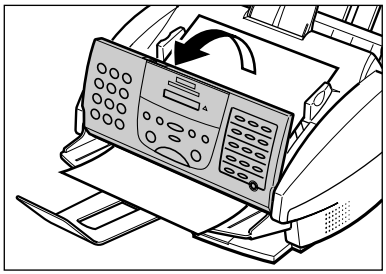
When a document jams or misfeeds in the ADF (Automatic Document Feeder), the LCD displays CHECK DOCUMENT.

Follow this procedure to clear the document jam:

1 Press Stop **.**

2 Open the operation panel partially by gently pulling it toward you.

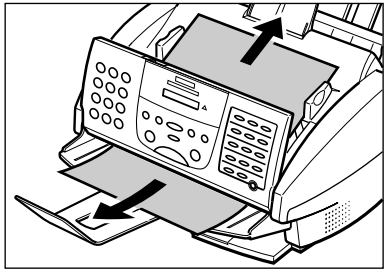
- It only opens slightly.
- Do not try to pull the document out without opening the operation panel since you may tear or smudge the document.



3 While holding the operation panel open, remove the document.

- Pull it gently in either direction.
- If a multipage document is loaded, remove the entire document from the ADF (Automatic Document Feeder).

Note If the paper does not pull out easily, do not force it. Contact the Customer Care Center.



4 When you are finished, close the operation panel by pressing it down from the center.

- Be sure to close the operation panel until it locks into place, or the unit will not function properly.

5 Press Resume **to start the operation again.**

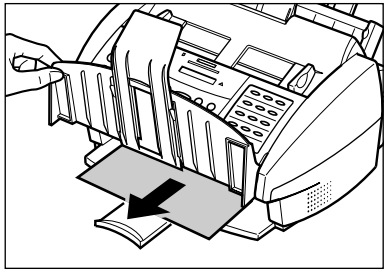
Jams in the Multi-Purpose Tray

If paper jams in the multi-purpose tray, the LCD displays CLEAR PAPER JAM.

Follow this procedure to clear the paper jam:

1 Gently pull any jammed paper out of the unit as shown.

- You can hold the document tray up for easy access to the jammed paper.



2 Remove the paper stack from the multi-purpose tray and reload it. (→ p. 2-15)

- Make sure the stack is below the paper limit mark (▶|).

3 Press Resume ○ **to start the operation again.**

Note If the paper jam occurred while a fax was being received into the copier/fax unit's memory, that fax will print automatically when the jam is cleared and you press **Resume**.

LCD Messages

The following messages are displayed in the LCD when the copier/fax is performing a function or encounters an error. The error code appears in the Activity Report. (→ p. 11-3)

Message	Error Code	Cause	Action
AUTO REDIAL	—	The unit is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the unit to automatically redial the number. If you want to cancel automatic redialing, wait until the unit starts dialing the number, press **Stop** then ✳. (→ p. 7-10)
BLACK INK EMPTY	—	The Black ink tank in the Color BJ cartridge is empty or its ink may have dried out.	Clean the BJ cartridge print head (→ p. 12-10). If the message remains in the LCD, replace the Black ink tank (→ p. 12-14). The unit will then print automatically any faxes received in memory.
BUSY/NO SIGNAL	#005/018	The telephone number you dialed is busy.	Try sending the document at a later time.
		The fax number dialed was incorrect.	Check the fax number and dial again.
		The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
		The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
		The touch tone/rotary pulse setting on your unit is incorrect.	Set your unit to the setting that matches your telephone line. (→ p. 3-8)
		The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the other party and have them check their fax machine. You can try to send the document manually (→ p. 7-7). For an overseas call, add pauses to the registered number. (→ p. 9-2)

Message	Error Code	Cause	Action
CALLING	—	The unit is calling the other party's fax machine.	If you want to cancel the transmission, press **Stop** then ✳. (→ p. 7-9)
CART. RETURN	—	The cartridge holder is returning to its home position.	Wait until this message no longer appears before starting an operation.
CARTRIDGE JAMMED	—	The cartridge holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the cartridge holder and then press **Resume**. Do not attempt to move the cartridge holder manually.
CHANGE CARTRIDGE	#052	You pressed ⎘ and the cartridge holder is moving to the center of the unit.	Wait until the cartridge holder stops, then replace the BJ cartridge or tanks (→ pp. 12-11, 12-14). When you are finished, press ⎘ and close the ADF (Automatic Document Feeder). Wait for the unit to return to standby mode.
		The BJ cartridge is empty or its ink may have dried out.	Clean the BJ cartridge print head (→ p. 12-10). If the message remains in the LCD, replace the BJ cartridge (→ p. 12-11). The unit will then print automatically any faxes received in memory.

Message	Error Code	Cause	Action
CHECK DOCUMENT	#001	The document is jammed in the ADF (Automatic Document Feeder).	Remove the document you are trying to send or copy (→ p. 13-3) and start again.
		The document feed lever is set to (manual document feed) for a multipage document.	Set the document feed lever to (automatic document feed). (→ p. 4-2)
CHECK PAPER SIZE	—	The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size or change the PAPER SIZE setting. (→ p. 14-7)
CHECK PRINTER	—	There may be an obstruction that is not allowing the cartridge holder mechanism to move.	Check for a paper clip or other small object, or that the orange protective cap and tape are removed from the BJ cartridge. Check also for a paper jam and clear the jam if necessary (→ p. 13-4). Then press **Resume** and start again.
		The BJ cartridge may be defective.	Press **Resume**. Reinstall the BJ cartridge (→ p. 2-12) and start again.
			In either case, if the error does not clear, try unplugging the unit. Wait several minutes, then plug it back in. Also, try installing a new BJ cartridge. (→ p. 12-11)
		Printer malfunction	Contact the Customer Care Center.
CLEAR PAPER JAM	—	There is a paper jam.	Clear the paper jam (→ p. 13-4) and reload paper in the multi-purpose tray. Press **Resume**.

Message	Error Code	Cause	Action
COLOR INK EMPTY	—	The Color ink tank in the Color BJ cartridge is empty or its ink may have dried out.	Clean the BJ cartridge print head (→ p. 12-10). If the message remains in the LCD, replace the Color ink tank (→ p. 12-14). The unit will then print automatically any faxes received in memory.
CONVERT CLR>B&W?	—	The unit is confirming that it is all right to convert a color document to black & white and print it with the Black BJ cartridge.	Press ✳ to convert the color document to black & white and print, or press # to cancel.
DIALING	—	The unit is dialing the receiving fax machine.	Press **Stop** then ✳ if you want to cancel the transmission.
DOC. TOO LONG	#003	The document is longer than 39.4 inches (1 meter).	Use a copier to make a reduced copy of the document and then send the copy.
DOCUMENT READY	—	The document in the ADF (Automatic Document Feeder) is ready for faxing, scanning, or copying.	Send the document, scan the document, or make the copy.
ECM RX	—	The unit is receiving a fax using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition. (→ ECM RX, p. 14-6)

Message	Error Code	Cause	Action
ECM TX	—	The unit is sending a fax using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition. (→ ECM TX, p. 14-5)
HANG UP PHONE	—	The handset of the extension phone is off hook.	Place the handset properly in its cradle.
INSTALL BC21/22e	—	You tried to make a color copy in HIGH RES. PAPER or COLOR SNAPSHOT mode with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge. (→ p. 12-11)
INSTALL BC-21e	—	You tried to make color copies with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge. (→ p. 12-11)
		You tried to print a received color fax with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge (→ p. 12-11). If you do not have this BJ cartridge available, you can convert a received color fax in memory to black & white and print the fax with the Black BJ cartridge. (→ p. 7-15)
		You tried to make a color copy in PLAIN PAPER or COLOR DRAFT mode with the installed Black BJ cartridge.	Remove the Black BJ cartridge and install the Color BJ cartridge. (→ p. 12-11)
LINE IN USE	—	The unit is set to Fax/Tel Mode and you are receiving a voice call.	Answer the call.
		The extension telephone connected through the copier/fax has been lifted.	Copier/fax display returns to standby mode when the line is disconnected.

Message	Error Code	Cause	Action
LOAD PAPER	—	The multi-purpose tray is empty.	Load paper in the multi-purpose tray (→ p. 2-15). Make sure the stack is below the paper limit mark (▶|). Then press **Resume**.
MEMORY FULL	#037	The unit's memory is full because it has received too many documents, or a very long or detailed document.	Print any documents stored in memory (→ p. 7-15). Then start again.
		The unit's memory is full because you tried to send or copy too many pages at once, or a very long or detailed document.	Divide the document and send or copy each part separately. To free up space in the unit's memory, print or delete any documents in memory you no longer need. (→ pp. 7-15, 7-17)
MEMORY USED *nn*%	—	Shows the percentage of memory currently in use.	If you need more space, wait for the unit to send any faxes. Also, print or delete any documents in memory you no longer need. (→ pp. 7-15, 7-17)
NO ANSWER	#005	The receiving fax machine does not answer.	Make sure you dialed the correct number. Try again later.
NO RX PAPER	#012	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.
NO TEL #	#022	The one-touch speed dialing button or coded speed dialing code you entered has not been registered.	Register the one-touch speed dialing button or coded speed dialing code. (→ pp. 6-3, 6-6)

Message	Error Code	Cause	Action
NOT AVAILABLE	#025	In manual sending, you entered a speed dialing number that is assigned to a group.	Use regular dialing, or enter a one-touch speed dialing button or coded speed dialing code that only has one fax/telephone number registered.
PLEASE WAIT	—	The unit is warming up.	Wait until the date and receive mode appear in the LCD, then start your operation.
PUT IN CARTRIDGE	—	The BJ cartridge is not installed correctly.	Make sure the BJ cartridge is installed correctly and that the blue cartridge lock lever is down. (→ p. 2-12)
		The BJ cartridge is not installed.	Install a BJ cartridge. (→ p. 2-12)
REC'D IN MEMORY	—	The unit received the fax in memory because paper or ink ran out, a paper jam occurred, or the incorrect BJ cartridge was installed.	Load paper in the multi-purpose tray (→ p. 2-15), replace the BJ cartridge or tank(s) (→ pp. 12-11, 12-14), clear the paper jam (→ p. 13-4), or install the correct BJ cartridge. (→ p. 12-11)
START AGAIN	—	An error has occurred in the telephone line or in the system.	Start the procedure again from the beginning.
TRY AGAIN IN B&W	#085	You tried sending a color document to a fax machine that does not support color faxing.	Try sending again in black & white (→ p. 7-2). Alternatively, enable the COLOR DIRECT TX setting. (→ p. 14-5)
TX/RX CANCELLED	—	You pressed **Stop** to cancel the transmission.	If required, try sending again.
TX/RX NO. *nnnn*	—	When the unit sends or receives a fax, it assigns it a unique identification number (*nnnn*).	Write the number down if you will need it later.

Message	Error Code	Cause	Action
TX/RX NO. *nnnn* SCANNING P.*nnn* MEMORY FULL (Three messages toggle.)	—	The unit is sending a document and its memory is full.	The unit continues to send the document as memory becomes available.
WAIT COOLING	—	During printing, the BJ cartridge print head may have become too hot.	Allow the unit to cool down. The unit will resume printing when it has cooled down.

Paper Feeding Problems

■ Paper does not load.

The multi-purpose tray may contain too many sheets.

- Make sure the paper stack in the multi-purpose tray is below the paper limit mark (⏯). (→ p. 2-15)

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ p. 2-15)

■ Paper is loaded skewed. (Printing is skewed.)

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ p. 2-15)
- Make sure the right edge of the paper stack is aligned with the right side of the multi-purpose tray and the paper guide is aligned with the left edge of the stack. (→ p. 2-17)
- Make sure the paper exit path is clear.

■ Multiple sheets load into the copier/fax at the same time.

Paper may not be loaded correctly.

- Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly. (→ p. 2-15)

Sheets of paper may be sticking together.

- Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together. (→ p. 2-17)

The multi-purpose tray may contain too many sheets.

- Make sure the paper stack in the multi-purpose tray is below the paper limit mark (⏯). (→ p. 2-15)
- Do not exceed the maximum loading capacity of the multi-purpose tray. (→ p. 5-2)
- Do not force the paper stack into the multi-purpose tray.

Different types of paper may be loaded in the multi-purpose tray.

- Load only one type of paper.
- Make sure you load paper that meets the paper requirements for the copier/fax. (→ Chapter 5, *Paper Handling*)

■ Repeated paper jams occur.

The paper you are using may be causing the jams.

- Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together. (→ p. 2-17)
- Check that the paper you are using and your printing environment are within the specifications of the unit. (→ Chapter 5, *Paper Handling*)

Faxing Problems

Sending Problems

■ You cannot send a fax.

The copier/fax may have overheated.
- Unplug the copier/fax and let it cool for several minutes. Then plug it back in and try sending again.

The copier/fax may not be set for the type of telephone line in use (pulse/tone).
- If you have a pulse line, make sure the copier/fax is set for pulse dialing. (→ p. 3-8)

The document may not have been loaded correctly into the ADF (Automatic Document Feeder).
- Remove the document, stack it if necessary, and load it into the ADF (Automatic Document Feeder) correctly. (→ p. 4-3)
- Check that the document feed lever is set for the type of document you are sending. (→ p. 4-2)
- Make sure the operation panel is closed.

The one-touch speed dialing button or coded speed dialing code you entered may not be registered for the feature you want to use.
- Check the one-touch speed dialing button or coded speed dialing code and make sure it is registered correctly. (→ Chapter 6, *Speed Dialing*)

You dialed or have been provided with an incorrect number.
- Dial the number again, or check that you have the correct number.

The other party's fax machine may be out of paper.
- Call the other party and ask them to make sure paper is loaded in their fax machine.

You may have sent a document in color to a fax machine that does not support color faxing.
- If you attempt to send a color document to a fax machine that does not support color faxing, the document will not be sent and the LCD will display TRY AGAIN IN B&W. Try sending again in black & white. Alternatively, you can enable the COLOR DIRECT TX setting (→ p. 14-5) that converts color faxes to black & white if the other party's fax machine does not support color faxing.

There may be other documents being sent from memory.
- Allow time for those documents to finish sending.

An error may have occurred during sending.
- Print an Activity Report and check for an error. (→ p. 11-3)

The telephone line may not be working properly.
- Make sure there is a dial tone when you press **Hook** or when you lift the handset of the extension phone connected to the copier/fax. If there is no dial tone, contact your local telephone company.

The receiving fax machine may not be a G3 fax machine.

- Make sure the receiving fax machine is compatible with the copier/fax (which is a G3 fax machine).

■ Images on received faxes from the copier/fax are spotted or dirty.

The receiving fax machine may not be working properly.

- Check the copier/fax by making a copy (→ p. 10-2). If the copy is clear, the problem may be in the receiving fax machine.

The copier/fax's scanner area may be dirty.

- Clean the scanner components. (→ p. 12-4)

■ Cannot send using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.

- Some fax machines do not support ECM. If the other party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

ECM may be disabled.

- Make sure ECM is on. (→ ECM TX, p. 14-5)

■ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.

- Lower the transmission speed. (→ TX START SPEED, p. 14-7)

Receiving Problems

■ Cannot receive a fax automatically.

The copier/fax may not be set to receive automatically.

- For the copier/fax to receive faxes automatically, the receive mode must be set to FAX ONLY MODE, Fax/Tel Mode, ANS.MACHINE MODE, or DRPD (→ Chapter 8, *Receiving Faxes*). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the copier/fax and that it is turned on with an outgoing message properly recorded. (→ p. 8-9)

The copier/fax may have a document stored in memory.

- Print out any documents stored in memory. (→ p. 7-15)

An error may have occurred during reception.

- Check the LCD for an error message. (→ p. 13-5)
- Print an Activity Report and check for an error. (→ p. 11-3)

The multi-purpose tray may be empty.

- Make sure paper is loaded in the multi-purpose tray. (→ p. 2-15)

The telephone line may not be connected properly.

- Make sure all line connections are secure. (→ p. 2-6)

■ The copier/fax does not switch automatically between telephone and fax reception.

The copier/fax may not be set to switch automatically between telephone and fax reception.

- For the copier/fax to switch automatically, the receive mode must be set to Fax/Tel Mode, ANS.MACHINE MODE, or DRPD (→ Chapter 8, *Receiving Faxes*). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the copier/fax and that it is turned on with an outgoing message properly recorded. (→ p. 8-9)

An error may have occurred during reception.

- Check the LCD for an error message. (→ p. 13-5)
- Print an Activity Report and check for an error. (→ p. 11-3)

The multi-purpose tray may be empty.

- Make sure paper is loaded in the multi-purpose tray. (→ p. 2-15)

The sending fax machine may not send the CNG signal that tells the copier/fax that the incoming signal is a fax.

- Some fax machines cannot send the CNG signal that tells your copier/fax the incoming call is from a fax machine. In such cases, you will have to receive the fax manually. (→ p. 8-6)

■ Cannot receive a document manually.

You may have disconnected the call by pressing Start or dialing the remote receiving ID after hanging up the handset of the extension phone.

- Always press **Start** or dial the remote receiving ID *before* hanging up the handset. Otherwise you will disconnect the call.

■ Print quality is poor.

You may not be using the correct type of paper.

- Make sure you load paper that meets the paper requirements for the copier/fax. (→ Chapter 5, *Paper Handling*)

The BJ cartridge print head may need cleaning.

- Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary. (→ p. 12-10)

The sending fax machine may not be functioning properly.

- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

Error Correction Mode (ECM) may be disabled.

- Make sure ECM is on. (→ ECM RX, p. 14-6)

■ Faxes do not print.

The orange protective tape may not be removed from the BJ cartridge.

- Be sure to remove the orange protective tape from the BJ cartridge before you install it. (→ p. 2-14)

The BJ cartridge or ink tanks may not be installed properly.
- Make sure the BJ cartridge and ink tanks are installed properly. (→ pp. 12-11, 12-14)

The BJ cartridge print head may need cleaning.
- Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary. (→ p. 12-10)

The BJ cartridge or ink tanks may need to be replaced.
- Determine if the problem is with the BJ cartridge or ink tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-14)

■ Fax images print blotched or uneven.

The telephone lines may be in poor condition, or you may have a bad connection.
- Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

The sending fax machine may not be functioning properly.
- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

■ Cannot receive using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.
- Some fax machines do not support ECM. If the other party's fax machine does not support ECM, then the document is received in normal mode without error checking.

ECM may be disabled.
- Make sure ECM is on. (→ ECM RX, p. 14-6)

■ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.
- Lower the reception speed. (→ RX START SPEED, p. 14-7)

The sending fax machine may not be functioning properly.
- Call the sender and have them check that their fax machine is functioning properly.

Telephone Problems

■ You cannot dial.

The telephone line may not be connected properly.
- Make sure all line connections are secure. (→ p. 2-6)

The power cord may not be plugged in securely.
- Check that the power cord is plugged securely into the copier/fax and into the wall outlet (→ p. 2-7). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

The copier/fax may not be set for the type of telephone line in use (pulse/tone).
- If you have a pulse line, make sure the copier/fax is set for pulse dialing. (→ p. 3-8)

■ The extension phone disconnects while you are talking.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the copier/fax and into the wall outlet (→ p. 2-7). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

Copying Problems

■ The copier/fax will not make a copy.

The BJ cartridge or ink tanks may need to be replaced.

- Determine if the problem is with the BJ cartridge or ink tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-14)

You may be trying to make copies with the incorrect BJ cartridge installed in the copier/fax.

- The copier/fax cannot make copies in color while the Black BJ cartridge is installed. Replace the BJ cartridge with the Color BJ cartridge. (→ p. 12-11)

The document may not have been loaded correctly into the ADF (Automatic Document Feeder).

- Remove the document, stack it if necessary, and load it into the ADF (Automatic Document Feeder) correctly. (→ p. 4-3)
- Check that the document feed lever is set for the type of document you are copying. (→ p. 4-2)
- Make sure the operation panel is closed.

The BJ cartridge or ink tanks may not be installed properly.

- Make sure the BJ cartridge and ink tanks are installed properly. (→ pp. 12-11, 12-14)

The copier/fax may not be operating properly.

- Print the nozzle check pattern. (→ p. 12-9)

■ MEMORY FULL appears in the LCD when making multiple copies.

The unit's memory is full.

- Print or delete any documents stored in memory (→ pp. 7-15, 7-17) to free up space in the unit's memory, then start again.

The document you are copying may have too many graphics.

- If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed.

Printing Problems

■ The copier/fax displays an error message.

The copier/fax may have a paper jam.

- Clear the paper jam. (→ p. 13-4)
- If the copier/fax has no paper jam, unplug the unit and wait five seconds, then plug it in again. If the problem is fixed, the Alarm light will turn off, the cartridge holder will move to its home position on the right side of the unit, and the LCD will return to standby mode. If the Alarm light remains lit, contact the Customer Care Center.

■ The BJ cartridge moves, but ink does not appear.

The orange protective tape may not be removed from the BJ cartridge.

- Be sure to remove the orange protective tape from the BJ cartridge before you install it. (→ p. 2-14)

The BJ cartridge or ink tanks may not be installed properly.

- Make sure the BJ cartridge and ink tanks are installed properly. (→ pp. 12-11, 12-14)

The nozzles on the BJ cartridge print head may be clogged.

- Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary. (→ p. 12-10)

The BJ cartridge or ink tanks may need to be replaced.

- Determine if the problem is with the BJ cartridge or ink tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-14)

■ Printout does not match paper size.

Paper may not be loaded and aligned correctly in the multi-purpose tray.

- Make sure the paper is loaded and aligned correctly. (→ p. 2-15)

■ The copier/fax suspends printing after each line.

The BJ cartridge print head may have become too hot. If this happens, the copier/fax may be slowing its printing speed at the end of each line to protect the BJ cartridge print head.

- Stop your print operation and wait several minutes to allow the copier/fax to cool. Then start your operation again.

■ The printout curls.

Your page may include a large amount of ink.

- Leave the page in the output tray for 30 to 60 seconds to allow the ink to dry. Then remove the page being careful not to touch the document tray. Allow the page to dry further, then roll it in the opposite direction of the curl. (Should you dirty the document tray when removing the page, wipe it clean with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.)
- The paper you are using may be too thin. Printing dense graphics on light paper stock may cause the paper to curl. Try using heavier stock.

Print Quality Problems

■ The print quality is not what you expect; print is not clear, is splashed, has missing dots or white streaks.

The paper you are using may not be supported by the copier/fax.

- Make sure you are using the recommended paper. (→ Chapter 5, *Paper Handling*)

You may be printing on the wrong side of the paper.

- Some papers have a “right” side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

The nozzles on the BJ cartridge print head may be clogged.

- Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary. (→ p. 12-10)

The BJ cartridge or ink tanks may not be installed properly.

- Make sure the BJ cartridge and ink tanks are installed properly. (→ pp. 12-11, 12-14)

The BJ cartridge or ink tanks may need to be replaced.

- Determine if the problem is with the BJ cartridge or ink tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-14)

The BJ cartridge print head may be worn out.

- Determine if the problem is with the BJ cartridge print head (→ p. 12-7) and replace the BJ cartridge if necessary. (→ p. 12-11)

■ The printout contains blurred or smudged ink.

The paper you are using may not be supported by the copier/fax.

- Make sure you are using the recommended paper. (→ Chapter 5, *Paper Handling*)

You may be printing on the wrong side of the paper.

- Some papers have a “right” side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

■ Colors are missing.

The BJ cartridge print head may need cleaning.

- Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary. (→ p. 12-10)

■ Colors in a line are uneven or different from previous lines.

The paper you are using may not be the best for the images you are printing.

- Experiment with different paper types.

■ Hue changes.

The nozzles on the BJ cartridge print head may be clogged.

- Refer to the flow chart (→ p. 12-8) and clean the BJ cartridge print head if necessary. (→ p. 12-10)

The BJ cartridge or ink tanks may need to be replaced.

- Determine if the problem is with the BJ cartridge or ink tanks (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-14)

General Problems

■ The copier/fax has no power.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the copier/fax and into the wall outlet (→ p. 2-7). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

The power cord may not be supplying power.

- Check the power cord by substituting with another, or by using a voltmeter to test it for continuity.

■ The copier/fax will not print reports.

The BJ cartridge or the Black ink tank may need to be replaced.

- Determine if the problem is with the BJ cartridge or Black ink tank (→ p. 12-7), and replace if necessary. (→ pp. 12-11, 12-14)

■ Nothing appears in the LCD.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the copier/fax and into the wall outlet (→ p. 2-7). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on. If the LCD remains blank, unplug the unit, wait five seconds, then plug it in again.

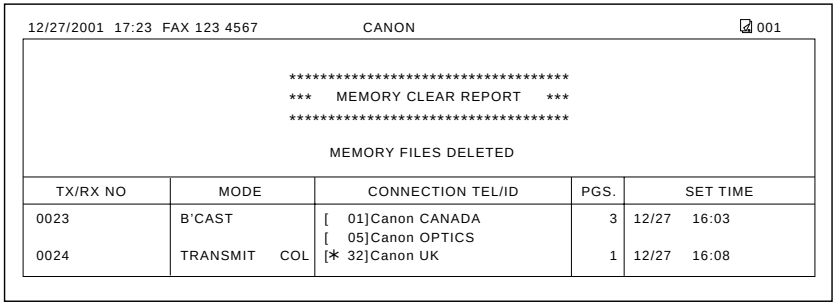
If the Power Goes Out

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. However, any sent or received documents stored in memory will be lost.

During a power failure, functions are limited as follows:

- You cannot make telephone calls using the copier/fax.
- You cannot send, receive, or copy documents.
- You can only use the copier/fax to receive voice calls if you connected an extension phone to your unit.

When power is restored to the copier/fax, the unit will automatically print a list of documents that were stored in memory at the time of the power failure.



12/27/2001 17:23 FAX 123 4567 CANON 001

****
*** MEMORY CLEAR REPORT ***
****

MEMORY FILES DELETED

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME
0023	B'CAST	[01]Canon CANADA	3	12/27 16:03
		[05]Canon OPTICS		
0024	TRANSMIT COL	[* 32]Canon UK	1	12/27 16:08

Note If there is no paper in the multi-purpose tray when power is restored, the LCD displays LOAD PAPER. If this happens, press **Resume** to return to standby mode. (The Memory Clear Report will not be printed.)

Chapter 14

Summary of Settings

This chapter explains how to access the different menus of your copier/fax, and contains tables of all the settings you can adjust through the menu system of your copier/fax.

Understanding the Menu System.....14-2
Accessing the Menus 14-2
User Settings Menu.....14-3
Report Settings Menu 14-4
TX (Transmission) Settings Menu.....14-5
RX (Reception) Settings Menu 14-6
Printer Settings Menu 14-7
System Settings Menu 14-7

Understanding the Menu System

The copier/fax menu system allows you to customize the way your unit operates. It consists of six menus, each containing settings that control different functions of your copier/fax.

Accessing the Menus

Follow this procedure to access the different menus:

1 **Press Function.**

2 **Press 01 Data Registration.**

DATA REGSTRATION

3 **Press Set.**

USER SETTINGS

4 **Use 08 ∨ or 02 ∧ to select the menu you want.**

Ex: RX SETTINGS

- You can select from the following:
  - –USER SETTINGS (→ p. 14-3)
  - –REPORT SETTINGS (→ p. 14-4)
  - –TX SETTINGS (→ p. 14-5)
  - –RX SETTINGS (→ p. 14-6)
  - –PRINTER SETTINGS (→ p. 14-7)
  - –SYSTEM SETTINGS (→ p. 14-7)

5 **Press Set to access the settings under the menu you selected.**

Ex: ECM RX

6 **Refer to the appropriate table (→ following pages) and use these guidelines to select and register settings:**

- **Use ∨ or ∧ to move through the settings.**
- **To register a setting or access sub-settings, press Set.**
- **To return to a previous level, press Data Registration.**

- In order for your settings to be registered, be sure to press **Set** after making a selection or entering information.
- If at any stage you wish to return to standby mode, press **Stop**.
- If you pause for more than 60 seconds while accessing a menu, the unit will automatically return to standby mode.

7 **When you are finished, press Stop to return to standby mode.**

Ex: 12/27 FaxTel

User Settings Menu

For details on accessing the settings below, see p. 14-2.

Setting	Description	Sub-Settings
DATE & TIME	Sets the current date. (→ p. 3-6)	–
UNIT TELEPHONE #	Enters the fax/telephone number you want to appear at the top of each fax page you send. (→ p. 3-6)	–
UNIT NAME	Enters the name or company name you want to appear at the top of each fax page you send. (→ p. 3-6)	–
TX TERMINAL ID	Sets the options for the identification header (TTI).	–
TTI POSITION	Selects the position for the identification header (TTI) that appears on every page you send.* (→ p. 3-5) OUTSIDE IMAGE: TTI positioned outside the image area. INSIDE IMAGE: TTI positioned inside the image area.	**OUTSIDE IMAGE**/ INSIDE IMAGE
TELEPHONE # MARK	Selects the prefix for the identification header (TTI) fax or telephone number. (→ p. 3-5)	**FAX**/TEL
SCAN CONTRAST	Selects the scanning contrast. (→ p. 7-4) STANDARD: Select for normal documents. DARKER: Select for light documents. LIGHTER: Select for dark documents.	**STANDARD**/ DARKER/ LIGHTER
OFFHOOK ALARM	Enables/disables the off hook alarm. This alarm alerts you that the handset of the extension phone is not seated properly in its cradle.	**ON**/OFF
VOLUME CONTROL	Sets the options for the copier/fax sounds.	–
CALLING VOLUME	Selects the volume of the ring produced when the copier/fax detects a voice call.	1/**2**/3
KEYPAD VOLUME	Selects the volume of the keypad touch beep. (To turn off the sound, select 0.)	0/1/**2**/3
ALARM VOLUME	Selects the volume of the error alarm sound. (To turn off the sound, select 0.)	0/1/**2**/3
LINE MONITOR VOL	Selects the volume of the line monitor (sound during dialing). (To turn off the sound, select 0.)	0/1/**2**/3
RX CALL LEVEL	Selects the volume of incoming calls.	**HIGH**/STANDARD
TEL LINE TYPE	Selects the dialing method the copier/fax uses to match the telephone line type you have. (→ p. 3-8)	**TOUCH TONE**/ ROTARY PULSE

(Default settings are shown in **bold** type.)

* Can only be adjusted for black & white transmissions. For color transmissions, the TTI information is positioned inside the image area.

Report Settings Menu

For details on accessing the settings below, see p. 14-2.

Setting	Description	Sub-Settings
TX REPORT	Enables/disables automatic printing of a transmission report. (→ p. 11-4) PRINT ERROR ONLY: Prints a transmission report only when a transmission error occurs. OUTPUT YES: Prints a transmission report every time you send a document. OUTPUT NO: No transmission report is printed.	**PRINT ERROR ONLY**/ OUTPUT YES/ OUTPUT NO
PRINT WITH IMAGE	If you select PRINT ERROR ONLY or OUTPUT YES above, enables/disables printing of the first page of the fax with the transmission report. (Black & white faxes only.)	**ON**/OFF
RX REPORT	Enables/disables automatic printing of a reception report. (→ p. 11-5) OUTPUT NO: No reception report is printed. PRINT ERROR ONLY: Prints a reception report only when a reception error occurs. OUTPUT YES: Prints a reception report every time you receive a document.	**OUTPUT NO**/ PRINT ERROR ONLY/ OUTPUT YES
ACTIVITY REPORT	Sets the Activity Report option. (→ p. 11-3)	–
AUTO PRINT	Enables/disables automatic printing of the Activity Report after every 20 transactions.	**ON**/OFF

(Default settings are shown in **bold** type.)

TX (Transmission) Settings Menu

For details on accessing the settings below, see p. 14-2.

Setting	Description	Sub-Settings
ECM TX	Enables/disables Error Correction Mode (ECM) during transmission.	**ON**/OFF
MID PAUSE SET	Selects the length of the pause entered when you press **Redial/Pause**.	**2** SEC (1 to 15)
AUTO REDIAL	Enables/disables automatic redialing if the other party's line is busy on the first attempt. (→ p. 7-10)	**ON**/OFF
REDIAL TIMES	Selects the number of redial attempts.*	**2** TIMES (1 to 10)
REDIAL INTERVAL	Selects the period of time between redial attempts.	**2** MIN. (2 to 99)
TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered. ON: Scanning begins automatically five seconds after entering the fax number (10 seconds if sending to multiple destinations). OFF: Scanning does not start automatically. (You need to press **Start** to begin scanning.)	**ON**/OFF
COLOR DIRECT TX	Enables/disables sending of color documents to fax machines that do not have color faxing capability. (The document is converted to black & white.) OFF: Color documents cannot be sent to fax machines that do not support color faxing. ON: Color documents can be sent to fax machines that do not support color faxing. (The document is converted to black & white.)	**OFF**/ON

(Default settings are shown in **bold** type.)

* Even if the copier/fax is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.

RX (Reception) Settings Menu

For details on accessing the settings below, see p. 14-2.

Setting	Description	Sub-Settings
ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	**ON**/OFF
RX MODE	Selects the receive mode. (→ Chapter 8, *Receiving Faxes*)	**FAX/TEL AUTO SW**/
	If you select FAX/TEL AUTO SW or DRPD, you can select additional sub-settings. (→ pp. 8-4, 8-10)	FAX ONLY MODE/ DRPD
INCOMING RING	When the copier/fax is set to FAX ONLY MODE or FAX/TEL AUTO SW, enables/disables ringing when the copier/fax receives a call.*	**OFF**/ON
RING COUNT	Selects the number of incoming rings before the copier/fax answers.	**2** TIMES (1 to 99)
MAN/AUTO SWITCH	When the copier/fax is set to MANUAL MODE, determines if the copier/fax switches to fax receive mode after it rings for a specified time.	**OFF**/ON
F/T RING TIME	If you select ON above, selects the length of time the copier/fax rings before switching to fax receive mode.	**15** SEC (1 to 99)
REMOTE RX	Enables/disables remote receiving.	**ON**/OFF
REMOTE RX ID	If you select ON above, selects the remote receiving ID.	**25** (00 to 99)
MEMORY RX	Enables/disables memory reception of a document (e.g. when an error occurs).	**ON**/OFF
COLOR RX	Enables/disables color fax reception. (→ p. 8-14)	**ON**/OFF

(Default settings are shown in **bold** type.)

* Even if you have set INCOMING RING to ON, the copier/fax will only ring if you have connected an extension phone to your unit.

Printer Settings Menu

For details on accessing the settings below, see p. 14-2.

Setting	Description	Sub-Settings
RX REDUCTION	Enables/disables reduction of faxes to fit on the recording paper.	**ON**/OFF
REDUCE DIMENSION	Selects the direction of the reduction.	**VERTICAL ONLY**/ HORIZ & VERTICAL
PAPER SIZE	Selects the size of the paper loaded in the multi-purpose tray.	**LTR**/LGL/A4
ECONOMY PRT	Enables/disables economy printing for black & white printing with the Black BJ cartridge. Enabling this setting decreases ink consumption resulting in a longer Black BJ cartridge life.	**OFF**/ON
BOTTOM MARGIN	Selects the length of the bottom margin for color copying and color reception. (→ p. 10-4)	**NORMAL**/ SMALLER
PHOTO INK PRINT	This setting is not for use with your copier/fax.	**ON**/OFF

System Settings Menu

For details on accessing the settings below, see p. 14-2.

Setting	Description	Sub-Settings
DATE SETUP	Selects the date format displayed in the LCD and printed on the faxes you send.	**MM/DD/YYYY** DD/MM YYYY YYYY MM/DD
DISPLAY LANGUAGE	Selects the language of the LCD messages.	**ENGLISH**/ FRENCH/ SPANISH
TX START SPEED	Selects the speed at which the copier/fax starts transmitting. Select a lower speed if you have difficulties connecting over long distance or noisy lines.	**14400bps**/ 9600bps/ 7200bps/ 4800bps/ 2400bps
RX START SPEED	Selects the speed at which the copier/fax starts receiving. Select a lower speed if you have difficulties connecting over long distance or noisy lines.	**14400bps**/ 9600bps/ 7200bps/ 4800bps/ 2400bps

(Default settings are shown in **bold** type.)

Appendix

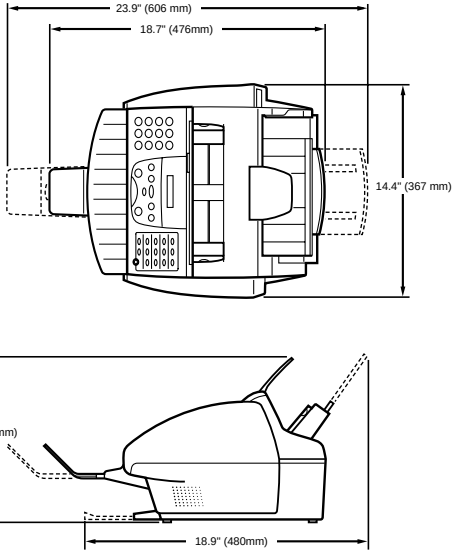
Specifications

The copier/fax specifications are listed in this Appendix.

General Specifications A-2
BJ Cartridges.....A-3
Facsimile.....A-3
Telephone.....A-5
Copier.....A-5

General Specifications

- Power Source: 120 V/60 Hz
- Power Consumption
  - Maximum: Approx. 42.9 W
  - Standby: Approx. 6.7 W
- Weight: Approx. 11.2 lb./5.1 kg (With components attached)
- Dimensions (W × D × H):



- Environmental Conditions
  - Temperature: 50°–90.5°F (10°–32.5°C)
  - Humidity: 20%–85%
- Liquid Crystal Display (LCD): 16 × 1
- Display Languages: English/French/Spanish
- Applicable Standards
  - Electrical Safety: UL, C-UL
  - Radiation: FCC Part 15 Class B, IC
  - PTT: FCC Part 68, IC
  - Other: Energy Star compliant
- Printing Method: Bubble Jet ink on-demand
- Paper Handling: Automatic feed
- Multi-Purpose Tray Capacity: See p. 5-2
- Paper Size: See p. 5-2

- Paper Weight: 17 to 24 lb. (64 to 90 g/m²)
- Print Speed*
  - BC-21e Color BJ Cartridge: – Draft mode: Approx. 2 pages/minute
– Standard mode: Approx. 1.5 pages/minute
  - BX-20 Black BJ Cartridge: – Draft mode: Approx. 5 pages/minute
– Standard mode: Approx. 4 pages/minute
- Maximum Print Width: 8 in. (203.2 mm)
- Printable Areas: See p. 5-3

BJ Cartridges

- BC-21e Color BJ Cartridge
  - Print Head: – 64 nozzles for black
– 24 nozzles for each color (cyan, magenta, yellow)
  - Print Head Life: Approx. 2,000 color pages at 30% coverage
  - BJ Tanks: – BCI-21 Color (cyan, magenta, yellow)
– BCI-21 Black
  - Ink Color: Black, cyan, magenta, yellow
  - Cartridge Yield**: Approx. 80 pages***
- BX-20 Black BJ Cartridge
  - Print Head: 128 nozzles
  - Ink Color: Black
  - Cartridge Yield**: Approx. 1000 pages***

Facsimile

- Applicable Line: Public Switched Telephone Network (PSTN)
- Compatibility: G3
- Data Compressing System: MH, MR, MMR, JBIG, JPEG
- Modem Type: Fax modem
- Modem Speed: 14400/9600/7200/4800/2400 bps
Automatic fallback
- Transmission Speed
  - Black & White: Approx. 6 seconds/page* at 14.4 Kbps, ECM-MMR, transmitting from memory
  - Color: Approx. 2 minutes/page** at 14.4 Kbps, ECM-JPEG, transmitting from memory

*Based on Canon standard pattern.
**7.5% coverage
***Based on ITU-T No. 1 Chart.

• Scanning Method:	Solid-state electronic scanning by contact image sensor
• Scanning Image Processing:	– UHQ™ (Ultra High Quality) image enhancement – Halftones: 64 levels of gray – Density adjustment: 3 levels
• Transmission/Reception Memory:	– 672 KB DRAM, MR storage – Up to 42* pages – Up to 30 documents – LCD displays memory used – Direct transmission when memory full
• Fax Scanning Speed:	5.8 seconds/page*
• ADF (Automatic Document Feeder) Capacity:	See p. 4-2
• Fax Resolution	
Black & White Standard Mode:	203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm)
Black & White Fine Mode:	203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm)
Color Standard Mode:	200 × 200 dpi
Color Fine Mode:	200 × 200 dpi
• Dialing:	– Automatic dialing: One-touch speed dialing (12 destinations) Coded speed dialing (100 destinations) Group dialing (Maximum: 111 destinations) – Regular dialing (with numeric buttons) – Automatic redialing – Manual redialing – Pause button
• Networking:	– Sequential broadcast (up to 113 destinations) – Automatic reception – Non-ring reception – ECM deactivation – DRPD (Distinctive Ring Pattern Detection) – Report/Reference – Activity Report (up to 20 transactions)
• Non-delivery report	– TTI (Transmit Terminal Identification)

*Based on ITU-T No. 1 Chart, standard mode.
**Based on Canon COLOR FAX TEST SHEET.

Telephone

- Connection:
  - – Telephone
  - – Extension phone/answering machine (CNG detecting signal)/data modem
- Features:
  - – Automatic Fax/Tel switchover
  - – DRPD (Distinctive Ring Pattern Detection)
  - – Remote reception by telephone
  - – Remote receiving ID (Default: 25)
  - – Tone button
  - – Pause button
  - – Redial button

Copier

- Scanning Method: Solid-state electronic scanning by contact image sensor
- Scanning Resolution

B&W TEXT:	360 × 360 dpi
B&W PHOTO:	360 × 360 dpi with halftone
COLOR DRAFT:	360 × 180 dpi, full color
PLAIN PAPER:	360 × 360 dpi, full color
HIGH. RES. PAPER:	360 × 360 dpi, full color
COLOR SNAPSHOT:	360 × 360 dpi, full color
Black & White Direct Copy:	360 × 360 dpi
Black & White Memory Copy:	203 pels/in. × 196 lines/in. (8 pels/mm × 7.71 lines/mm)

- Printing Resolution: 360 × 360 dpi
- ADF (Automatic Document Feeder) Capacity: See p. 4-2
- Default Size: 100%
- Reduction: 70%, 80%, 90%
- Enlargement: 150%, 200% (COLOR SNAPSHOT mode only)

- Copy Speed

  Black & White Copy: Letter size: Approx. 3 pages/minute

  Color Copy:
  - COLOR DRAFT mode, letter size: Approx. 3 seconds/page
  - PLAIN PAPER mode, letter size: Approx. 9 minutes/page
  - HIGH RES. PAPER mode, letter size: Approx. 9 minutes/page
  - COLOR SNAPSHOT mode, 4 × 6 in.: Approx. 3 minutes, 50 seconds/page

- No. of Copies

  Black & White: Maximum 99 copies

  Color: 1 copy

Glossary

■ A

AC
Alternating current. The type of electrical current available from a wall outlet.

Activity Report
A journal of the copier/fax's fax transactions, both sent and received.

ADF
Automatic Document Feeder. The device included in the copier/fax that automatically feeds the document being faxed, copied, or scanned into the copier/fax.

Auto FAX/TEL switching
See *Fax/Tel switching*.

Automatic dialing
Dialing fax or telephone numbers by using a shortcut of pressing one or three buttons. To use automatic dialing, you must register the numbers. See also *One-touch speed dialing*, *Coded speed dialing*, and *Group dialing*.

Automatic image reduction
The copier/fax can print the date, time, name or company name, and a fax/telephone number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the copier/fax automatically reduces the size of the image on the page.

Automatic redialing
When the receiving fax machine is busy, the copier/fax waits a specified time and then automatically redials the number. You define the number of times the unit redials and the length of time between redialings.

■ B

BJ cartridge
The printing mechanism that contains the print head unit and holds the ink(s).

BJ tank
The special type of ink container housed by the BJ cartridge. The Color BJ cartridge contains two BJ tanks: one color—BCI-21 Color (which includes cyan, magenta, and yellow) and one black—BCI-21 Black.

bps
Bits per second. Refers to the speed with which a fax machine sends and receives data.

Broadcasting
Transmitting documents to more than one destination.

Bubble Jet (BJ) printing
An ink jet type printer that heats the ink to a boiling point in a nozzle to form a bubble. When the bubble expands, there is no room left in the nozzle for the ink and the ink is projected onto paper.

C

CCITT/ITU-TS
Formerly known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by ITU-TS (International Telecommunications Union-Telecommunications Sector), a committee created to set international standards for telecommunications.

CNG
Stands for *Calling Signal*. This is a signal sent by fax machines to identify the call as a fax transmission. When the receiving fax machine detects this signal, it automatically starts receiving the fax. The majority of fax machines in use today can send and detect CNG signals.

Coded speed dialing
An automatic dialing method that allows you to dial a fax or telephone number by pressing **Coded Dial** and a two-digit code using the numeric buttons.

Cursor
The underline symbol you see in the LCD when you register numbers and names in the copier/fax.

D

dB(A)
Stands for *decibel level* (a decibel being a unit of measurement for the intensity of the sound coming from the unit), adjusted for background noise.

Dialing methods
Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include one-touch, coded speed dialing, group dialing, and regular dialing.

Document
The sheet of paper containing the data that you send to, or receive from a unit.

dpi
Dots per inch. A unit of measurement for indicating a printer's resolution.

DRPD
Distinctive Ring Pattern Detection. Allows you to assign different ring patterns to distinguish voice and fax calls using your telephone company's special services.

Dual access (Multitasking)
Enables the copier/fax to receive a fax (in memory), even if it is copying or printing a document from memory. Also enables you to scan other faxes into memory, make copies, print reports, print documents in memory, or register information while the copier/fax sends a fax from memory.

■ E

ECM
Error Correction Mode. The ability of your copier/fax to reduce system and line errors when sending or receiving from another fax machine with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

Extension phone
A telephone connected to the copier/fax, usually placed away from the unit. You can use an extension phone to manually activate reception of a fax.

■ F

Factory default
The copier/fax is preprogrammed in the factory with settings that we recommend. These are known as factory default settings. You can customize your copier/fax by changing the factory default settings.

Fax/Tel switching
The ability of the copier/fax to automatically detect whether a call is from a fax machine or telephone. With this feature, one telephone line can be shared by both the telephone and the fax machine.

FINE
The resolution setting for documents with very small characters and lines.

■ G

G3, Group 3 fax machine
Defined by ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), and Modified Modified READ (MMR).

Group dialing
A dialing method that enables you to dial up to 111 registered one-touch speed dialing or coded speed dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

■ I

Ink Jet printer
A nonimpact printer that ejects ink onto paper to form characters. The copier/fax has a special type of ink jet printer built in called a Bubble Jet printer.

ITU-T No. 1 Chart
A test chart, defined by ITU-TS, used to measure the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

ITU-TS
International Telecommunications Union-Telecommunications Sector. A committee created to set international standards for telecommunications.

■ J

Jack
The telephone receptacles on your wall and copier/fax used to connect the telephone line, a telephone, and an extension phone, answering machine, or data modem.

■ M

Manual receiving
A method of receiving faxes in which you manually activate reception from the copier/fax, or from an extension phone connected to the copier/fax.

Manual redialing
When you use regular dialing, you can redial a number “manually” by simply pressing **Redial/Pause**. The last number dialed with the numeric buttons is the number redialed.

Memory broadcast
Allows you to send a scanned fax to as many as 113 destinations, using a combination of one-touch speed dialing, coded speed dialing, and regular dialing.

Memory sending
Scans a document into memory before the copier/fax dials the number(s) and sends it. This method allows you to retrieve your document immediately after scanning.

Modem
A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the PC understands.

■ N

Noise
A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

Noise level
See *dB(A)*.

Numeric buttons
The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. They are also used to enter numbers, letters, and symbols when registering numbers and names, and for entering two-digit codes for coded speed dialing.

■ O

One-touch speed dialing
An automatic dialing method that allows you to dial a fax or telephone number by pressing a single one-touch speed dialing button. The copier/fax can store up to 12 numbers for one-touch speed dialing.

One-touch speed dialing buttons
The buttons numbered 01 to 12 on the operation panel, each of which may be registered with a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

■ P

Pause
A timing entry required for registering certain overseas or long distance numbers and for dialing out through some telephone systems or switchboards. Pressing **Redial/Pause** enters a pause between or after digits of a fax/telephone number.

Photo
The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Platen
The printer component that holds the paper in position during ink transfer.

Print head
The printing mechanism of the BJ cartridge that contains print nozzles and ejects the ink for printing.

Print head capping
An automatic protection function that prevents the BJ cartridge print head from drying out or becoming clogged with dust.

Printable area
The area of a sheet of paper on which the copier/fax can reproduce text or graphics (the printing area is smaller than the paper).

Pulse
See *Rotary pulse*.

■ Q

Quick-on-line sending
Quick-on-line sending is the easiest and quickest way to send a document. After a document is loaded into the ADF (Automatic Document Feeder), the copier/fax begins scanning the entire document into memory. As the first page of a multipage document is being scanned, your copier/fax begins calling the other party, and transmits the information even as the remaining pages are being scanned.

■ R

Receiving
Receiving transmission is also defined as *RX* or *Reception*. This refers to how the copier/fax receives a fax.

Reception
See *Receiving*.

Redialing-automatic
See *Automatic redialing*.

Redialing-manual
See *Manual redialing*.

Reduction mode
See *Automatic image reduction*.

Registering
A process by which you place fax or telephone numbers, names, and other information in the copier/fax's memory.

Regular dialing
Pressing the individual numeric buttons to dial a fax or telephone number. Also known as Manual dialing.

Remote receiving ID
The two-digit code that enables you to manually activate reception of a fax using an extension phone connected to the copier/fax. (The default code is 25.)

Remote reception
Activating reception of a fax by answering an extension phone that is connected to the copier/fax, but that is not located near the copier/fax. You need to dial the remote receiving ID to start reception of a fax.

Report
A document printed by the copier/fax containing information about the faxes it has sent or received.

Resolution
The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360 × 360 dpi.

Rotary pulse
A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones.

RX
See *Receiving*.

■ S

Scanning contrast
A setting that darkens or lightens the scanning of documents.

Sender ID
Information printed at the top of a fax (also called *TTI* or *Transmit Terminal ID*). This data appears only if the sending fax machine has been programmed with the information.

Sending
Sending transmission is also defined by *TX* or *Transmit*. A fax document that has been scanned by a fax machine and sent over telephone lines, in the form of electrical pulses, to another fax machine is a sending transmission.

Sending speed
The rate at which faxes are transmitted through the telephone line. See also *bps*.

STANDARD
A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby
The mode in which the copier/fax is on and ready to use. All operations start from standby mode when the LCD displays the date and reception mode.

■ T

Tone/pulse setting
The ability to set the copier/fax to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Transaction number
A unique number assigned to each document sent (TX NO.) or each fax received (RX NO.) by the copier/fax and used to identify that particular fax.

Transmit
See *Sending*.

TTI
Transmit Terminal ID. See *Sender ID*.

TX
See *Sending*.

■ U

UHQ™
Ultra High Quality. An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

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